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Date : June 2016

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# Project Assistant (Job located in Vietnam – Hô Chi Minh)

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100 %

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In Vietnam, thousands of children suffer from malformations and some form of disability, making their social integration problematic. The poverty of families and limited resources of existing health care organizations result in a large number of children who, for lack of proper care, are being condemned to live on the margins of society.

Children Action organizes about 12 missions per year in Vietnam with top European surgeons to allow disadvantaged children to have access to quality health care.

The Project Assistant will provide support to the Local Coordinator, Ms. Giang Ta Thi Minh, in elaborating and performing the necessary tasks to help implement and develop Children Action programs in Vietnam. This includes ensuring that surgical missions take place under the best possible conditions.

## Job Description

- Organizing, in collaboration with Ms. Giang Ta Thi Minh, surgical missions including:
  - Contracts with competent authorities to obtain all the necessary authorizations ;
  - Preparation of the mission with concerned hospitals (information about the dates of the mission, reservation of operating rooms, etc.);
  - Reservation of the hotel's room for surgeons coming to operate ;
  - Pick up of surgeons at the airport;
  - Presence at the operating room during the surgical missions;
  - Maintenance of medical equipment brought by Children Action (making sure that they are kept in proper conditions);
  - Maintenance of medical files of each patient and follow-up of the patients
- Being involved, together with Ms. Giang Ta Thi Minh, in the monitoring of the other projects of the foundation
- Traveling inside Vietnam
- Maintenance of the accounts
- Developing communication tools in Vietnamese (brochures, website, etc.)
- Carrying out all other tasks assigned by Ms. Giang Ta Thi Minh

## Profile

- Vietnamese citizenship
- Vietnamese as mother tongue, fluent in English, French an asset
- Interested in medical renewables, medical materials and equipment
- Fully conversant with IT tools
- Strongly motivated by humanitarian work
- Open-minded and adaptable
- Well organized
- Able to work independently and with a team

## Starting date

- September 1st, 2016
- 2-year contract

Please send a CV as well as a cover letter to Ms. Laure Maitrejean : [lmaitrejean@childrenaction.org](mailto:lmaitrejean@childrenaction.org)