



CARE INTERNATIONAL IN VIET NAM PROJECT ASSISTANTS FOR HIV/AIDS PROJECT

CARE in Vietnam is a Non-Government Organisation representing the CARE International network. CARE in Vietnam is a creative and dynamic organisation, working with Vietnamese partners in the sectors of health, rural development and disaster mitigation and preparedness.

CARE in Vietnam is seeking two Project Assistants for a health project in the field of HIV working with People Living with HIV (PLHIV). These positions will be based in Ho Chi Minh City with travel to project sites when required.

Major responsibilities:

Assist with administrative tasks for project office, including organizing logistics for training and workshop activities, arranging travel, and taking minutes;

Provide translation and interpretation, as required;

Assist in project finance duties, including updating budgets and financial reports, and preparing contracts and payments in accordance with CARE in Vietnam regulations and procedures;

Liaison with the staff of partner organisations, local authorities and other agencies

Selection Criteria:

Proven strong administrative and logistics skills

Strong English language skills

Proficiency in the use of computer software including Word and Excel

Experience in project accounting/ cost accounting is an advantage.

People living with HIV/AIDS are encouraged.

Interested candidates should send a full CV in English addressing the key selection criteria and stating the position title **no later than 20 March 2009** to:

E-mail: hr.hcm@care.org.vn

Or by mail to:

CARE in Vietnam

HCMC Project Office

433/19 Su Van Hanh Noi Dai

District 10, Ho Chi Minh City

Only short-listed candidates will be contacted for interview. Please no telephone contact after submitting the application.