



Project Assistant for EU co-funded project:

"Promoting People's Participation and Governance in Vietnamese Cities through the Association of Cities of Vietnam"

Project Assistant

The Association of Cities (ACVN) and the Konrad-Adenauer-Stiftung are currently implementing a 30 months project (01.02.2009-31.07.2012) to promote people's participation and governance in Vietnam. The project helps to strengthen ACVN capacity to become a training provider for training courses on urban governance related issues. The overall objectives of the project are to

- (1) increase people's participation at local level in Vietnam and
- (2) improved governance and independence of local self-administration in Vietnam.

The specific objective of the action is the strengthening of the capacity of the Association of Cities of Vietnam for promoting people's participation and governance in its member cities.

The project is now seeking a qualified candidate to the position of the Project Assistant/Secretary. The project assistant will work closely with the project manager and project coordinator as well as the Vietnamese Partner Organization and the municipalities involved in the action.

1. Responsibilities

- Office management: coordinating the organization and logistics of the workshops, conferences, seminars, training courses ,study and field visits in the project
- General secretarial support including: communication (fax, e-mail, mails), correspondence, answering the phone, translation and interpretation work
- Logistical support (such as arranging visas, travel/hotel bookings,) and all other administrative support required by the project manager, Training and Communication Coordinator and Project Accountant
- Interpretation for experts or partners visiting the office and during field trip when needed;



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- Availability to frequently travel to the Target Cities in order to support the project managers, coordinator, trainers and experts in the implementation of their tasks and to support and monitor the experts activities
- Assistant to the project manager as interpreter, preparation of meetings, drafting minutes of meeting etc.
- § Support the project coordinator in communicating, contacting and follow-up with local experts
- § Ensure management of the local petty cash and cooperation with the accountant on a regular basis and during each activity (field trips, visits, workshops, etc.)
- Assistant to project international and national experts, as well as trainers/teachers in the delivery of training courses when needed, providing high quality of translation and interpretation, proofreading and editing

2. Selection Criteria and Qualifications

- 4 years of work experience in similar post
- Good oral and written communication skills
- Computer literacy (MS Word/ Excel/ PowerPoint)
- Knowledge of the administrative procedures and tools required to support the project manager and team
- Organizational skills in order to manage and prioritize the workload
- Willingness to learn and adapt to new responsibilities
- Very good English language skills, German Language Skills would be an asset
- Be able to work under pressure, good team spirit and sense of responsibility
- Minimum Bachelor Degree in International Relations, Public Administration or Political Science

3. Terms and conditions:

- The position is requested to start on the 22nd of February 2009
- Gross Salary : 386,- Euro/month
- We offer a 18 month contract with a 2 months probation period, starting on February 22nd
- Salary is based on the Project Budget and the UN – EU Guidelines For Financing of Local Costs In Development Co-operation with Vietnam UN's Personnel Policy and according to salary grid

Please send your letter of motivation and CV until the 04th of February 2010 to the following email address:

denis.schrey@kas-acvn-project.vn
anh.nguyen@kas-acvn-project.vn



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