

# JOB DESCRIPTION

## Project Assistant

### **Netherland Red Cross, French Red Cross and German Red Cross**

The three national societies are parts of the world wide Red Cross and Red Crescent Movement assisting victims of conflict and disaster and people affected by social or health related crisis. The Red Cross movement provides to vulnerable people assistance without discrimination as to nationality, race, religious beliefs, class or political opinions and adheres to the seven principles of the Red Cross movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.

We assist in disaster response, rehabilitation and capacity building projects internationally on appeals of their sister organisations within the movement.

The German Red Cross (GRC), in a consortium with the Netherland Red Cross (NLRC), French Red Cross (FRC), and the Vietnam Red Cross National Societies are implementing together a Project to “Support the recovery of people affected by the floods in Central Vietnam” in Quang Binh and Ha Tinh.

#### **Contract duration:**

Six months with possibility of extension. The Project Assistant is assigned to the Project on a full time basis

#### **Location:**

Quang Binh city with frequent travelling within the project sites located in Quang Binh and Ha Tinh provinces (at least 70% of the working time)

#### **Roles and Responsibilities**

The Project Assistant shall be based in Quang Binh with travelling to communes within the province and in the neighbouring province of Ha Tinh. He/she shall be responsible for assisting GRC Delegate and other team members in supporting and monitoring all activities of the project.

The Project Assistant is assigned to the Project on a full time basis. In this capacity his/her specific duties and responsibilities include:

1. Ensure the daily follow up of all planned activities of the Project at the national, provincial, district and commune levels, in agreement with the GRC Delegate

2. Ensure the general administrative management of the field-based project team including providing support to GRC Delegate and other team members in the implementation of their tasks for the achievement of project results (communication, logistic arrangement, filing, and other administrative matters)
3. Ensure adequate reporting (in both English and Vietnamese) from GRC and especially follow up on the reporting of the implementing provincial VNRC chapters
4. Assist in supporting, monitoring and evaluating project's activities
5. To provide translation of project documents and in meetings
6. To support capacity building in the Red Cross regional branches
7. To ensure that all experiences and lessons learnt during the project course are well documented for use in future VNRC activities.

### **Selection criteria**

#### Essential requirements

- Educational background: University Degree in development, social, economic studies, foreign languages or others,
- Working Experience: Preferably project experience in the development sector and or emergency relief projects in NGOs, national or international agencies.
- Experience in administrative work, English- Vietnamese translation and interpretation
- Languages : Excellent command of written and spoken Vietnamese and English
- Ability and willingness to travel to the project sites proven experience in project work at grassroots level.

#### **We are looking for**

- Preferably Red Cross / Red Crescent knowledge/ experience
- Knowledge of Red Cross/ Red Crescent principles and willingness to adhere to them
- Good interpersonal, communication and negotiation skills
- Ability to represent the project among national and international stakeholders
- Ability to work in team, independently and in stressful situations
- Sense of initiative and responsibility
- Experience in organizing workshops and seminars
- Ability to take initiatives, to develop contacts and to supervise people
- Analytical skills
- Competence in MS Windows programs, word processing, Excel, etc.

Please send applications until the 20 January 2011 to the:

German Red Cross  
Country Office Vietnam  
15 Thien Quang  
Hanoi  
Mail: [grc.vietnam.phuong@gmail.com](mailto:grc.vietnam.phuong@gmail.com)

Only short listed candidates will be contacted!

