



Position:	Project Assistant (PA)
Department/Project/Country:	HD dept./ IM Capacity Building/Vietnam
Last revised:	10/09/2015
Project number:	243504
Immediate Superior:	Information Management Technical Advisor (IMTA)
Shall report to:	Information Management Technical Advisor (IMTA)
Responsibilities: The Project Assistant (PA) will assist the IMTA in matters related to the operation of IM Capacity Building Project and support to project partner to ensure smooth running of all project activities, in line with all current NPA policies and procedures.	
<i>Specific Duties</i> <ul style="list-style-type: none">• Provide interpretation service to project expats & visitors and translation of all project documents, meetings and visits• Conduct administrative duties related to all aspects of project implementation• Arrange all necessary logistics for the project activities such as meetings, workshops, trainings including but not limited to booking accommodation for participants, photocopy of materials, arranging transportation and stationery• Maintain effectively communication system and ensure information flow between project and relevant parties• Participate in regular monitoring visits to ensure the quality of the project administration, to take responsibility of interpretation• Compile, transcribe and distribute minutes of meetings• Coordinating with NPA Admin Officer to:<ul style="list-style-type: none">- ensure proper office supplies, maintenance of office equipment for the project- Prepare paperwork and applying for project expats' work permit, visa, and resident card; visa for foreign visitors and partners on studying tours/visits abroad.• General secretarial work as typing, drafting documents including reports, filing (both soft and hard files)• Do some background research as required Perform other tasks and duties assigned by IMTA	
Required qualifications: <ul style="list-style-type: none">• BA in English• At least two (2) year working experience in interpretation and administration for INGOs or international organization• A lot of initiative and ability to work with little direct supervision• Potential strong organisational and administration skills• Ability to communicate effectively at a number of different levels and methods• Ability to work under pressure and to maintain deadlines• Maintaining confidentiality• Ability to work as part of a team• Computer literate and able to use Microsoft Word, Excel, Access, Powerpoint ...• Familiar with multi-cultural working environment	