



Vacancy for: Project Coordinator

Our organisation:

We're proud that Projects Abroad is the leading organisation recruiting young people from the UK, Europe, USA, Canada, Australia and Japan to do worthwhile voluntary work overseas.

Annually we send over 10,000 enthusiastic volunteers to 28 developing countries to teach conversational English/French, teach life skills to disadvantaged children and to gain work experience in the fields of medicine, veterinary science and conservation.

Projects Abroad Vietnam is an international, non-governmental organization that works with the Hanoi Education Department, different hospitals, care centres, local NGO that support vulnerable and marginalized populations.

Your role as Project Coordinator:

- Inductions and cultural induction with new volunteers to introduce them to their accommodation and work project and explain formalities of living and volunteering in Vietnam
- Run Medical Workshops for volunteers. Be able to explain the Vietnam Medical system.
- Work closely with placements
- Prepare/coordinate daily schedule for volunteers
- Visit volunteer at placements
- Make volunteers feel welcome and secure in their new environment and check in with them regularly
- You will help to resolve any problems or issues that arise with volunteers at their placement.
- You will help the country director research and develop new projects or initiatives at the current ones.
- Regularly updating our system software on volunteer 's status
- Perform other relevant duties as assigned by the Country Director

The job is busy and can be physically demanding. You should be prepared to work flexible hours on any day

Our requirements:

You should be:

- A graduate in Public health or related fields
- Understanding of the health system in Vietnam
- Have experience on delivering workshops or coaching others
- Experienced in volunteering or working as/with volunteers
- Physically fit and able to pass a medical assessment, if necessary.
- Ability to travel as necessary.
- Mature in attitude and outlook
- Able to remain calm and efficient under pressure
- An excellent communicator with people of all ages and cultures
- A team player who enjoys working as part of a team.
- Flexible and able to take direction and accept feedback from supervisors
- Demonstrated ability to build and maintain relationships with a local partners
- Friendly and personable with customer service skills, you must respond well to others
- Enthusiastic to work in a different culture and relish the opportunity to work in a challenging environment
- Fluent in English, both spoken and written
- Knowing French as an asset.

Contract, salary and benefits

Contract

This position is a full time job based in Hanoi office and report to the Country Director.

You will be employed on a permanent contract, subject to a three-month probationary period. An offer of employment is dependent upon receipt of satisfactory references, a medical assessment (if necessary) and personal interview.

Salary & benefits

You will be paid a competitive salary as well as agreed day-to-day work-related expenses; the exact salary depends upon your experience and will be discussed with you during the interview.

Please email your CV and a covering letter to: diepbui@projects-abroad.org before **5pm March 11 2014**.

Unsuccessful applicants will not be contacted.