

JOB DESCRIPTION

TITLE: PROJECT ASSISTANT INTERN

REPORTING LINE: PROJECT MANAGER, ASSIST VIETNAM.

1. About the organization

Asia Society for Social Improvement and Sustainable Transformation (ASSIST) is an international non-government organization focused on capacity building. It seeks to promote sustainable practices to address social problems in the developing world, with focus on Asia and Africa. ASSIST takes pride in its process-oriented approach to capacity building towards social improvement and sustainable transformation. Its goal is to empower its target groups to make them resilient to the social, economic and environmental challenges. It is presently based in Makati City, Philippines, but also has operations in India and Vietnam and manages projects in over 10 countries. Through its Partner to Progress philosophy, it has successfully implemented such projects in collaboration with the European Union, United Nation Environment Program (UNEP), United Nations Industrial Development Organization (UNIDO), USAID, International Finance Corporation (IFC), GIZ, and DEG/ KFW amongst other organizations. (Please visit us at <http://www.assistasia.org/> for further information)

2. Responsibilities

- Supporting in communication with partners and oversea colleagues (email and phone)
- Preparing logistic for project forum/ onsite trip/ other events
- Inputting/ recording project data/ expenses
- Checking/ making feedback for project monthly report
- Researching/ collecting partner information in order to implement project activity
- Translating/preparing project document (contract/ report)
- Organizing file storage (both hard and soft copy)

3. Skills Necessary/ Requirements

- Having working interest in NGO (Non-Government-Organization) sector
- Language or Business students who are able work for minimum 4 days/ week in 03 months (From April 2016 – June 2016)
- Ability to pay attention to detail
- Ability to multi-task
- Ability to work independently
- Good interpersonal skills (Communication, Team work, Problem solving)
- Good at English Writing/ Reading skills (preferably TOEIC from 550 or equal)
- Good at Basic Microsoft Office (MS Word, MS Power Point, MS Excel)

4. Benefits:

- Working in an international and friendly environment
- Learning opportunity on project management and networking
- Salary: 2,000,000 VND/month (It may be adjusted basing the actual work)

4. Contact

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