



Position:	Project Assistant (PA)
Department/Project/Country:	HD dept./ VNMAC Technical Advice / Vietnam
Immediate Superior:	Senior Technical Advisor (STA)
Shall report to:	Senior Technical Advisor (STA)
Responsibilities: The Project Assistant (PA) will assist the STA in matters related to the capacity building of and technical advice to VNMAC, and support 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/translation 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 and translation• 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	
Additional Considerations: <p>The holder of the position is to abide by the policies set by the Norwegian People's Aid (NPA) and represent the organisation in a loyal and responsible manner</p>	