



JOB VACANCY ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action. We have operated in Vietnam since 2010 with projects in Hanoi, Hue and Quang Tri. NPA Vietnam Program is currently expanding its activities, having more projects which require professional personnel to carry out and effectively support projects. Therefore, NPA Vietnam is seeking for qualified, enthusiastic, experienced Vietnamese applicants for the position **Project Assistant (PA)** based in Hanoi with travels to field offices in provinces.

General Responsibilities:

Under the supervision of the Senior Technical Advisor (STA), the Project Assistant will assist the STA in matters related to the capacity building of and technical advice to Viet Nam Mine Action Centre (VNMAC), and support to ensure smooth running of all project activities, in line with all current NPA policies and procedures.

For detail specific duties, please find the Job Description attached.

Interested candidates are requested to submit a CV, a cover letter to express why you are fit for the post and NPA, a copy of related certificates-degrees and 03 references to NPA via e-mail address recruitment.vn@npaid.org. Please indicate clearly the post you are applying for in your email subject.

The closing date for applications is **18 November 2016 at 5 pm** with start date as soon as possible. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.