

JOB DESCRIPTION



The Fred Hollows
Foundation

Role Information			
Job Title	Project Assistant	Division / Location	International Programs Da Nang, Viet Nam
Date	January 2017	Career Band	Professional
Employment Type	Less than one year (replacement for maternity leave staff member)	Role balance guide	People: 10% Operations: 50% Technical: 40%
Name	Vacant		
Role summary	<p>The Project Assistant will provide the support to Vietnam program team in areas of program design, implementation, coordination and information management to ensure strongest progress towards the project goal and objectives, and most efficient use of resources</p> <p>Key areas of accountability include:</p> <ul style="list-style-type: none"> • Program support • Administration support • Advocacy and representation • Team contribution • Values and Behaviour • Health, Safety and Wellbeing • Child Protection 		
Reporting & Requirements	<ul style="list-style-type: none"> • Reports to: Project Manager • Member of: Program team • Required to: Travel as required 		
Role Relationships	<p>Relationship with Manager</p> <ul style="list-style-type: none"> • Manage assigned tasks and is accountable for performance and development 	<p>Works with these roles</p> <ul style="list-style-type: none"> • All FHF VN staff • Related project partners 	

Core accountabilities

Program/Project support

- 1) Support Project Manager (PM) to keep on tracks with all activities of the assigned project to ensure the project completes and meets the targets, indicators.
- 2) Assist M&E specialist in data collection and data consolidation for MnE output report to Sydney office
- 3) Support SPM or PM (if required) to liaise with the project and partners' staff who are associated with the projects.
- 4) Participate in and support the project team in the project's trainings, meetings, monitoring visits and advocacy, capacity building activities
- 5) Collect the project information and update to Communication staff to update to the local website/ newsletter
- 6) Conduct administrative and financial duties related to all aspects of project implementation
- 7) Be involved in proposal development processes including need assessment and data findings if required

<p>Other supports</p> <ol style="list-style-type: none"> 1) Keep the program team agenda's up to date, arrange meetings and appointments 2) Provide interpretation/translation support to advisors/visitors in case of need 3) Translate the project documents/ paper related to project 4) Arrange all necessary logistics for the activities of both projects, such as workshops, trainings e.g. book accommodation for participants, photocopy of materials, arrange transport, supply stationery 5) Other tasks if required by program team
<p>Advocacy and Representation</p> <ol style="list-style-type: none"> 6) Assist partner organizations to identify issues that require advocacy interventions and facilitate necessary linkages/networks to take up this 7) Represent FHFVN in various forums, meetings and advocate for FHFVN philosophy and policies when required
<p>Team Contribution</p> <ol style="list-style-type: none"> 1) Constructively contribute and collaborate with all colleagues 2) Delivery high quality work that supports our global operating environment 3) Demonstrate compliance with all legislation and The Foundation's policies and procedures
<p>Values and Behaviour</p> <ol style="list-style-type: none"> 1) Promote and role model appropriate behaviour to support The Foundation's culture, performance and brand 2) Actively support The Foundations commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO) 3) Actively demonstrate the organisational values: <ul style="list-style-type: none"> Integrity: We stand up for what is right Collaboration: We are stronger together Empowerment: We make a difference Action: We focus on results
<p>Health, Safety and Wellbeing</p> <ol style="list-style-type: none"> 1) Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation. 2) Cooperate with all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.

Person Specification		
	Essential	Desirable
Qualifications, Experience and Knowledge	<ul style="list-style-type: none"> ○ Bachelor's Degree in relevant field (Social sciences/Administration/Community Development). ○ Minimum of 1 years working experience with reputable NGO's ○ Knowledge of project design, project management, budget development and monitoring 	<ul style="list-style-type: none"> ○ Previous hands-on experience in project Implementation and working through partners. ○ Experience of social or community research.
Skills and Attributes	<ul style="list-style-type: none"> ○ Project management skills 	<ul style="list-style-type: none"> ○ Maturity ○ Interpersonal and intercultural sensitivity

	<ul style="list-style-type: none"> ○ Ability to meet deadlines and juggle several projects at the same time ○ Good report writing and documentation skills ○ Demonstrated ability to work independently and in a team environment 	<ul style="list-style-type: none"> ○ Active listener ○ Stress Tolerant ○ Strong commitment ○ Well organized ○ Team player ○ Decisive: quick in assessing and making informed
Other	<ul style="list-style-type: none"> ● Preparedness to undergo background checks including for working with children ● Availability to travel domestically and internationally 	

This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans for more specific details