

## **Project Assistant**

The Vietnam Foundation (VNF) is a non-profit organization in Vietnam with the mission of improving the lives of the Vietnamese people through education.

VNF is looking for an experienced and qualified *female* Vietnamese national to fill the Project Assistant position for a project of setting-up an international school (primary, lower and upper secondary level) in Hanoi.

- *Position information:*

Position title: Project Assistant (Female)

Reporting to: Project Manager

Work station: Hanoi

- *Position Summary:*

The project of setting-up an international school in Hanoi is in its inception phase. The Project Assistant will work with the set-up team to prepare for the operation of the school, which is expected to start in August/September 2019, with high potential of being promoted to higher positions such as Assistant to Principal, Office Manager, or Head of Administration.

- *Duties:*

Assist the Project Manager to:

1. Prepare the dossiers needed to apply for the license of the school.
2. Arrange all necessary logistics: appointments with stake holders, meetings, project documents, etc.
3. Maintain effective communication with relevant authorities such as Hanoi Dept. of Planning and Investment, Hanoi Dept. of Education and Training, Ministry of Dept. of Education and Training.
4. Participate in regular meetings and take proper notes to ensure smooth information flow between the project and relevant stake holders.
5. Conduct all administrative and financial duties related to all aspects of the project implementation: e.g. book accommodation for participants, photocopy of materials, arrange transport, supply stationery, etc.
8. Any other duties as reasonable requested by the supervisors and in line with the priorities of the project

- *Selection criteria:*

- At least one or two year experience working in the fields of education or law/legal affairs or finance and administration.
- Experience working with legal documents, including writing and editing (in Vietnamese).
- Experience working and maintaining good relationships with relevant authorities such as Hanoi Dept. of Planning and Investment, Hanoi Dept. of Education and Training, Ministry of Dept. of Education and Training.
- Good computer skills on Word, Excel and e-mail applications.
- Good written and reading English skills.
- Good communication and interpersonal skills.
- Ability to work under pressure.
- Ability to work effectively as a team member and with minimal supervision.

Interested candidates should send a cover email/letter and full C.V. in English, no later than March 15, 2018, to: [tiencuongnguyen@vnfoundation.org](mailto:tiencuongnguyen@vnfoundation.org)