



Job Description

Project Manager Assistant (PMA)

Since 1984 Planète Enfants & Développement has been leading development projects (health, education, social). Projects are funded by private and public donors (in particular EU, AFD).

MISSION

The project manager assistant main responsibilities is to support the country representative:

- in the management of current projects: Field team management & project follow up.
- in the relation /communication with local partners (local authority, Vietnamese NGO, local partners)
- in the implementation of the country strategy : propose new projects, support in writing donors proposal,

RESPONSABILITIES

1. Deputy manager of the project "Empowering women" (indicative : 40% of working time)

He/she will be in charge of:

- Supporting and supervising the field team, follow their activities and make sure that they are properly implemented
- Ensuring the quality of the project (coordination of the preliminary study, project management,...)
- Ensuring the creation and implementation of tools, training, etc. for the project
- Participating in the management and evaluation of the project with the partners
- Preparing annual project monitoring reports (in English) and donor reports
- Participating in budget monitoring coordination of partners
- Coordinating project capitalization and evaluation work
- Participating in the sensitization of the local actors (authorities, companies ...)
- Creating and updating communication tools such as leaflets, new letters, etc.

2. Country representative support (indicative: 60% of working time)

He/she will be in charge of the following missions:

2.1-Support Country Representative with Vietnamese authorities

- Translation/interpreter during meetings with Vietnamese stakeholders
- Support in the direct relationships with Vietnamese partners
- Organisation of workshops, and meetings with Vietnamese partners
- Participation in the drafting of annual reports on project activities and donor reports
- Creation of communication materials and disseminates project experience;
- Drafting annual and regular reports for projects according to the frequency defined by the country representative
- Depending on the needs of the field and at the request of the headquarters, draft articles and develop communication tools from PE & D (website, Facebook, leaflet, brochure, etc.);

- Collecting photos, classifies them and saves them for communication tools.

2.2- Project Development and Fundraising

- Participation in the strategy definition through the development of new projects (feasibility study...)
- Actively involved in the search for funds for ongoing projects and for projects to be launched - identification of donors, drafting of dossiers, etc. with Head office and country representative
- Responsible in the search for funds in Vietnam

2.3 External / internal missions

- Co-organization with the other project managers, the missions of the headquarters and / or technical consultants and internal and external evaluators and the various donors according to the TORs defined for their missions;
- Participation in the organization of various meetings and field visits and writes reports.

2.4 Other

- Making available for any other tasks necessary for his / her mission and for PE & D;

REQUIRED SKILLS

- Vietnamese speaker with very good skills in English or French language
- Good writing skills in English or French and Vietnamese
- Strong listening and negotiation skills, acute sense of diplomacy;
- Trustworthiness and a sense of responsibility;
- Charisma and the ability to awake enthusiasm for the work the project involves;
- Analysis and synthesis abilities (discernment, pragmatism);
- Ability to adapt;
- Organisational skills, ability to be thorough and respect due dates;
- Good people and communication skills.
- Very good skills in pack office: word, excel, power point, outlook

Interested candidates are kindly requested to submit CV within 3 pages in English or French with 3 references before 30 April 2019 to **marjory.wachtel@planete-eed.org**