



# JOB DESCRIPTION

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## Action on Poverty in Vietnam

### Program Assistant

**Effective date:** March 2019  
**Contract type:** Full-time fixed-term contract (renewable)  
**Location:** Hanoi office with regular travels to project areas  
**Reports to:** Program Officer

### 1. Work Context

Established in 1968 as The Australian Foundation for the Peoples of Asia and the Pacific Limited (AFAP), our organisation has recently adopted a new name – Action on Poverty (AOP). AOP is a fully-accredited, secular Australian organisation that empowers local changemakers to break the cycle of entrenched poverty in their communities. For nearly 50 years, AOP has successfully worked with local partners to implement cost-effective development programs in 20 countries across Africa, Asia and the Pacific.

AOP in Vietnam is the representative office of AOP. AOP in Vietnam has been working with poor communities in 9 provinces across the country since 1989 and was registered in Vietnam in 1996. Our program focuses on improving health, income generation, good governance, social monitoring, food security and resilience to the effects of climate change. AOP has developed a solid reputation as a principled, innovative, and pioneering NGO working with a wide spectrum of stakeholders ranging from policy makers and local authorities to civil society organisations (CSOs) and vulnerable communities.

### 2. Job Purpose

The position will provide assistance to the Program Officer and necessary support to overall operations of AOP's program and projects in Vietnam, and assist the implementation of activities between the programs/divisions of AOP and local partners.

The position will work closely with the Program team in Hanoi office and provide multi-faceted, comprehensive supporting services to project offices, implementing partners and their staff.

### 3. Authority

The position has autonomy to actively work within assigned tasks and request approval from supervisor and relevant managers.

The position will report to the Program Officer. The incumbent is expected to work closely with other team members and request support from other staff to ensure activities are implemented effectively and to a high standard.

## 4. Key Work Relationships

Internal	External
<ul style="list-style-type: none"> <li>▪ Program Officer</li> <li>▪ Program team members</li> <li>▪ Other staff of AOP in Vietnam</li> </ul>	<ul style="list-style-type: none"> <li>▪ AOP's partners</li> <li>▪ Communities/beneficiaries</li> <li>▪ Governmental officials</li> <li>▪ Institutions/universities</li> <li>▪ International and Vietnamese NGOs</li> <li>▪ Service suppliers and contractors</li> </ul>

## 5. Main Areas of Responsibility

Key Responsibilities	Specific Tasks
<p><b>1. Provide assistance to Program Officer in program coordination and management</b></p>	<ul style="list-style-type: none"> <li>▪ Provide timely assistance to Program Officer to provide technical support in the implementation and monitoring of work packages to ensure good functioning of projects within the responsibility of the Program Officer;</li> <li>▪ Work with the Program Officer to assist with the contracting needs of projects or other third parties/service providers; Ensure the complete process is undertaken from drawing up Terms of Reference to contract completion and shared logging;</li> <li>▪ Assist in building and maintaining strategic and cooperative relationships with key CSO leaders, partners, networks nationally and in each project locations of AOP and engages these individuals and organisations on a regular basis to gather their feedback and input to the planning, implementation and tracking of results;</li> <li>▪ All tasks are completed timely in a manner that is responsible, professional, financially sound, participatory, sensitive to local needs, culture and politics and in accordance with AOP policies and procedures.</li> </ul>
<p><b>2. Provide assistance to Program team</b></p>	<ul style="list-style-type: none"> <li>▪ Work closely with the program team across the projects to contribute to AOP's commitments to Vietnamese government;</li> <li>▪ Support colleagues in delivering outputs that aim towards AOP's objectives, including assisting in events and</li> </ul>

initiatives that fall outside the direct responsibilities of this post;

- All information regarding the progress and operations of program activities is updated and informed to Hanoi office;
- A regular and effective communication among partners, provincial project offices and Hanoi office is maintained;
- Timely and properly perform any other reasonable duties and tasks as requested by Program Manager and Country Director;
- Assist to maintain a good filing system of program reports and document for relevant projects (e.g. agreements, contracts, reports, reference materials, etc.);
- Prepare, translate and compile reports and other work documents;
- Undertake logistical arrangements for field trips, workshops, trainings or meetings;
- Other tasks as deemed necessary and appropriate.

## 6. Required Qualifications

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### Education

- Bachelor degree and/or equivalent professional qualifications in relevant disciplines e.g. rural development, agriculture, economics, development studies, social sciences, tourism development;
- Master degree or additional professional training in relevant disciplines is an advantage.

### Work experience

- At least 2 years of relevant experience;
- Work experience in NGOs is preferable.

### Technical knowledge and skills

- Good knowledge of development issues, trends and approaches;
- A sound understanding of monitoring and evaluation methodologies, ideally Results Based Management (RBM);
- Field application at a national, regional or international level is essential;
- A good understanding of community-based tourism, sustainable livelihoods, women empowerment, governance or technical areas related to AOP's program is an advantage;
- Strong communication skills; both written, verbal and demonstration skills in group facilitation;
- Advanced computer skills, particularly with Microsoft Office (Word, Excel and PowerPoint) and the internet;
- Well-organised, resourceful with good planning and problem-solving abilities;
- A team player, flexible, quick-thinking and able to work well under pressure;
- Commitment to AOP's vision, mission, values and goals;
- Willingness to travel to project areas on a regular basis.

### Languages

- Advanced business English and Vietnamese, both spoken and written.

### Attitude

- Independent, friendly and helpful
- Enthusiastic and committed
- Patient, careful and attentive to details

### Adherence to

- Poverty and injustice eradication
- Gender equality
- Child protection