



TOR for Project Assistant

Helen Keller International (HKI) is an international non-governmental organization. Its mission is to save and improve the sight and lives of the world's vulnerable by combatting the causes and consequences of blindness, poor health and malnutrition. We do this by establishing programs grounded in evidence-based research in eye health and nutrition.

HKI has been implementing the Enhanced Homestead Food Production (EHFP) project in Son La since 2013 to increase food availability, diversity and consumption among women and children and positively impact nutrition and food security among participant households. The EHFP model's ultimate goal is to improve the nutrition and micronutrient status of mothers and children under two years of age via: behavior change communication, nutrition education and agricultural training, and the production and consumption of micronutrient rich foods by establishing homestead food production. With the continued support from Irish Aid, the four-year project "*Scaling up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production*," has been implemented in Hoa Binh and Lai Chau Provinces since 2017. The project's goal of improved food security and nutrition will be achieved by pursuing the following key objectives:

- To improve year-round production of safe and micronutrient-rich foods among target households.
- To improve consumption of micronutrient rich foods by households, particularly women of reproductive age and children aged 6-23 months.
- To improve optimal maternal and child nutrition practices.
- To empower participating women to contribute to the improved nutrition and well-being of their families and in their communities through selling surplus from EHFP produce.
- To improve income of households from sale of excess EHFP products through access to small-scale food processing facilities and to markets.
- To strengthen coordination for nutrition and food security at the national and local levels with a focus on equitable inclusion of disadvantaged groups.

We are currently seeking one **Project Assistant** for this project.

JOB SUMMARY

The Project Assistant (PA) will be based in Hanoi and is required to help the Project Manager to coordinate and implement activities in the fields. The position will also be required to conduct regular M&E visits to monitor the progress and the quality of the field activities and provide recommendations needed to improve the project.

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| Report to: | Project Manager |
| Collaborate with: | Finance /Administrative team and other program staff |
| Duty station: | based in Hanoi office with 50% time travelling to the field. |

KEY RESPONSIBILITIES

Project Management

- Assist the Project Manager in making plans and budgeting for the project activities.
- Assist the Project Manager (PM) to coordinate and supervise the implementation of the EHFP project in Hoa Binh and Lai Chau provinces in collaboration with local partners.
- Assist the PM to develop and strengthen partnership with local partner and key stakeholders, maintaining relationships with relevant authorities.
- Conduct regular field visits to monitor the progress and quality of the project activities and propose solutions for the problems occurred at field.
- Report to the Project Manager, liaise with the Admin/Finance Manager & Finance Officer.
- Produce monthly reports about the project activities, including observations and documentation of work in the field while making recommendations to improve the project.
- Update monthly data into M&E frame for reporting to donors.
- Check payment document received from field staff before submitting to finance

Procurement related to EHFP project:

- Make procurement plan based on the project budget and the requirements at field
- Complete the Procurement Form including the product/service to be procured, the quantity, technical specification/TOR/SOW, estimated cost, expense codes..., finalize it and get it approved by Project Manager, Finance Manager and Country Director
- In charge of receiving goods/products and check the quantity/quality of these goods/products and confirm for payment
- Assist with procurement of consultancy services, monitor consultancy agreements and collect payment documents for individual consultants.

Others

- Draft correspondence and support in sending the correspondence to the relevant partners
- Translate documents
- Provide logistics support in organizing trainings/workshops
- Other tasks as required.

Contract duration: 01-year contract with possible extension based on work performance and funding availability.



Requirements:

The followings are a MUST:

- Vietnamese citizen;
- University degree (degree in public health/nutrition is an advantage);
- Proficiency in Microsoft Office (Word, Excel, PowerPoint);
- Good knowledge of spoken and written Vietnamese and English;
- Agree with HKI's mission and want to contribute to improving nutrition in Vietnam.
- Willingness to make regular travel to project sites, estimated time for travel to the field at 50%
- Analytical and independent thinking, result orientated, managing impact, planning and organizing
- Understanding of and sensitivity to poverty-related development and gender issues;
- Thoroughness

The followings are an advantage and preferred:

- Background knowledge of health/nutrition/agriculture in Vietnam and experience working in these areas;
- Working experience in development sector, especially NGOs and community groups;
- Project management, presentation and communication skills;
- Experience in M&E (survey, research, electronic data collection, tools, M&E software...);
- Experience working with local partners to facilitate field activities and build local organizational capacity
- Ability to work in a team environment without direct formal hierarchy;
- Demonstrates flexibility, adaptability and initiative;
- Multiple-task and work under pressure to meet tight deadlines
- Interpersonal and problem-solving skills

HKI offers competitive remuneration package.

Interested candidates should submit: A letter of interest; CV; and Supporting documents (as appropriate).

To: **Helen Keller International Vietnam**

**Room 305-306, A2 Building, Van Phuc Diplomatic Compound,
298 Kim Ma, Hanoi, Vietnam**

Email: Admin_vn@hki.org; and Cc: dlam@hki.org and pthuong@hki.org; The deadline for submitting applications is **October 20th, 2019**.

Only short-listed candidates will be contacted

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