

JOB DESCRIPTION
(Apply for Program Assistant (PA))

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| Job Title | : | Program Assistant (1 post) |
| Work base | : | HelpAge International Office in Hanoi, Vietnam (HAIV) Around 40% travel to the field |
| Contract timeframe | : | One year (with possible extension) 2-month probation (full salary) |
| Starting date | : | April 2020 |
| Responsible to | : | National Project Officer (NPO) and Finance & Admin Manager/Officer (FAM/FAO) |
| Relations with others | : | Close working relations with all members in the HAIV team, partner organisations, projects and local partners |
| Salary scale | : | 420 to 450 USD per month (full-time, gross) (Equivalent: 9.7 to 10.4 million VND per month) |
| Benefit | : | Provident Fund (10% of base salary) and Social, Health and Unemployment Insurances |
| Recruitment | : | Local recruitment (only Vietnamese) |
| Application closing date | : | 12 March 2020 |

Note: This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility are required. Thus, the JD will be modified from time to time, in consultation with the staff involved.

Background

HelpAge International in Vietnam (HAIV) supports a large network of partner organisations across the country. Partners across the network are responsible for implementing a wide range of programmes/projects funded by HAIV or HAIV's internal and external donors.

The recruitment of the PA is to support the implementation of HelpAge projects as assigned by NPO and carry out HAIV administration and account work as assigned by the FAM/FAO.

Job Purpose

To provide an excellent support the HAIV team in areas of programme design and implementation, co-ordination and information management to ensure that the HAIV functions effectively and efficiently as needed.

To provide an excellent administrative, financial support to the HAIV team and contribute to the smooth and efficient running of the office, as well.

Key Responsibilities

Programme/project support

- Support the Country Director (CD) and National Project Officer (NPO) to oversee all activities of the assigned project to ensure the project completes and meets the targets, indicators with high quality.
- Support the Country Director (CD) and National Project Officers (NPO) to oversee the maintenance of the Programme/project Team's information systems, both electronic and hard copies. Ensure to file dossiers as HAIV regulation.
- Assist the HAIV Team in preparing and maintaining documents relating to proposals and projects.
- Support the CD and NPO to liaise with the project and partners' staff who are associated with the projects.
- Check and ensure the correctness of narrative and financial reports from project partners.
- Participate in and support the project team in the project's trainings, meetings, monitoring visits and advocacy, capacity building activities
- Be involved in proposal development processes.
- Assist in the preparation process of workshops or meetings of interests to HAIV and participation as required.

Admin and Account/Finance support

- Maintain and administrate advance and settle for project's trip. Ensure the correctness of financial records.
- Be responsible for ensuring all banking is undertaken promptly and bank records are up-to-date and accurate.
- Making payments and liaising with staff and suppliers as necessary.
- Support the FAM/FAO to produce project financial reports, project budgets and forecasts as required, including the detailed budget sheets (DBSs).
- To ensure that financial dossiers and supporting documents is compliant with HelpAge & donor requirement
- Support FAM/FAO in Tax and Insurance works.
- To support the work of audits as assigned
- Support FAM/FAO in all procurement works in compliance with the Procurement Policy
- Responsible for running errands and ancillary purchases e.g. Mailing & Courier, Banking services, Utilities payment. Update the asset and inventory list.
- Facilitate visitors transportation to the hotel, airport and meetings
- To perform other tasks assigned FAM or NPO.

Person Specification

| | Essential/ Desirable |
|---|---------------------------------|
| Experience of basic office administration | E |
| Reliable and trustworthy particularly in dealing with confidential matters | E |
| Systematic and organised approach to work with the ability to multi task | E |
| Culture awareness and sensitivity; communication and facilitation skills | E |
| Organisation and work planning skills | E |
| Able to travel to project sites on a regular base | E |
| Standard knowledge on financial issues | E |
| Skill in preparing and maintaining accurate accounting records, financial statements and budgets | E |
| Skill in maintaining and updating filing systems | E |
| Strong IT user skills including knowledge of spreadsheets | E |
| Skill in cash management (cashiering and cash transaction) including cash disbursement and cheque payments | E |
| Intermediate or above level of English | E |
| Good training and facilitation skills | D |
| Experience in working with older people | D |
| Experience in and have a good understanding of development issues, with an active interest in promoting an inclusive and intergenerational approach | D |
| Basic knowledge of current international accounting, procedures | D |
| Experience in community based disaster risk reduction (CBDRR) and climate change adaptation (CCA) fields. | D |
| Being awareness of age, gender and disability issues. Experience in inclusion of age, gender and disability issues in the communication job | D |

How to apply:

Please submit your application document consists of:

- A covering letter outlining your suitability for the role that should not be more than 1 page of A4 size
- An updated curriculum vitae (CV), maximum 3 pages of A4 size
- Two referees, including your most recent employer

Please put the covering letter and CV in one file and send by email to recruitment@helpagevn.org and dathq@helpagevn.org by the closing date of 12 March 2020. Please clearly note the PA position you are applying in your email title.

HelpAge International is an equal opportunities employer.

With a view to minimising our administration costs we are unfortunately only able to contact again those candidates who have been shortlisted for interview.