

## JOB DESCRIPTION

**Job title:** Team Assistant PP2

**Department:** Women’s Rights and Public Services  
Programme Directorate

**Reports to:** Women’s Rights and Public Services  
Programme Directorate

**Location:** Hanoi Office with travels to the fields and internationally as required

**Type of contract:** Fixed term/Regular

**Staff directly supervised:** None

**JD consulted with:** SMT

1. WORKING CONTEXT	
<p>Founded in the United Kingdom in 1972, ActionAid (AAI) is a unique international organization, working with over 25 million people in more than 40 countries for a world free from poverty and injustice. ActionAid's head office is in Johannesburg. ActionAid is the only large international development organization with head office based in Africa, with offices in Asia and the Americas connecting ActionAid's work in Europe.</p> <p>ActionAid started working in Vietnam (AAV) since 1989, established its Representative Office in Hanoi in 1992. Since then, it has been focusing the work to end poverty and promote sustainable development in mountainous, remote and difficult regions as well as poor urban areas across Vietnam. ActionAid works in partnership with local partners in different provinces and applies Human Rights Based Approach to all of its works.</p> <p>AAV is currently operating under the framework of its CSP VI (2018 – 2023), focusing on three Programme Priorities (PP), including: (1) Improve people’s capacity to build safe communities and adapt to climate change and disasters with alternative sustainable livelihoods; (2) Promote grassroots democracy to advance people’s rights to gender responsive public services; (3) Support partners, communities and organizations with practical capacity (skills, knowledge, space and networking) to advance social justice.</p>	
2. JOB PURPOSE SUMMARY	
<p>Provide support and assistance to the team to ensure effective programme implementation under the Women’s Rights and Public Services Programme Directorate in line with AAV rules and regulation and in coordination with donors’ expectation.</p>	
3. AUTHORITY	
<ul style="list-style-type: none"> <li>▪ Has the right to provide technical advices/supports to all the activities of the programme objectives in charge in line with the guide line from HRBA framework, AAV rules and regulation</li> <li>▪ Requests for supports from the other departments/staff to ensure the job is well performed</li> </ul>	
4. KEY WORKING RELATIONSHIPS	
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ Staff of WR&amp;PS Programme Directorate and other Directorates</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>▪ AAV’s partners, government officials, donors as appropriate, media</li> </ul>
5. MAIN AREAS OF RESPONSIBILITY	
Key responsibilities / accountabilities	Key performance indicators
<p>1. Project implementation support</p>	<ul style="list-style-type: none"> <li>▪ Coordinate with WRaPS Program Directorate team to implement and oversee activities under the project framework with proactive follow-up on commitments</li> <li>▪ Support to review and prepare various project documents such as proposals, reports, Term of References (ToRs), etc.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Identify sources, gather and compile data and information for the preparation of documents, guidelines, and other material as required.</li> <li>▪ Edit content (text and graphics) to improve readability, accuracy, alignment with technical requirements and visual appeal in English and Vietnamese.</li> <li>▪ Assist in generating project internal and external communications</li> </ul>
2. Provides technical support and capacity building to staff and partners on the related PPs in charge	<ul style="list-style-type: none"> <li>▪ Provide administrative support to the programme team in the organization of events, meetings and workshops, etc.</li> <li>▪ Make travel arrangements for the programme team and project staff, including preparation of travel requisitions and claims.</li> <li>▪ Maintain and organize up-to-date hard and electronic files for easy access and retrieval. Ensure safekeeping of confidential materials.</li> <li>▪ Create and maintain files of correspondence/documents and electronically received information and ensure up-to-date filing. Maintain both hardcopies and electronic copies of the office records and reference files on various subjects.</li> </ul>
3. Supports advocacy works for the programme objectives	<ul style="list-style-type: none"> <li>▪ Policy research is timely and well prepared supported</li> <li>▪ Advocacy events and campaigns are well organized/conducted, in collaboration with Communication Assistant and other staff members of WR&amp;PS Directorate.</li> <li>▪ Coordination with team members, and other related teams is smoothly provided.</li> </ul>
4. Communicates and facilitates networking	<ul style="list-style-type: none"> <li>▪ Communication and sharing with AAV staff and partners are well-established and maintained regularly.</li> <li>▪ Updated information of technical programme activities is provided to all related partners.</li> </ul>
5. Is responsible for related reports	<ul style="list-style-type: none"> <li>• Technical reports are well prepared and timely submitted.</li> <li>• Reports of the projects in charge will be submitted on time with high quality.</li> <li>• Updated report is submitted to line manager monthly for sharing and learning purpose.</li> </ul>
6. Supports the nationalization of ActionAid Vietnam	<ul style="list-style-type: none"> <li>▪ Participation in relevant tasks assigned is ensured to support the operation of the Aid for Social protection Program, Project Foundation Vietnam (AFV), the strategic partner of AAV.</li> <li>▪ Assistance is provided for the smooth transition of ActionAid Vietnam in the nationalization process.</li> </ul>
7. Safety & Security	<ul style="list-style-type: none"> <li>▪ The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed.</li> <li>▪ The safety and security procedures for staff are implemented.</li> <li>▪ Risks for staff safety and security are timely reported to Security Focal Person or Head of Department.</li> </ul>
8. Others as required	<ul style="list-style-type: none"> <li>▪ Other tasks as assigned by line manager are well performed.</li> <li>▪ The relevant position paper(s) on specific issues that are related to programme objectives is (are) initiated, proposed and developed with guide or cooperation with line manager, EMT members and relevant stakeholders in AAI and AAV.</li> </ul>
<b>6. QUALIFICATIONS REQUIRED</b>	
<b>Education</b> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree on political, social science, economics, development, or international studies</li> </ul>	<b>Work experience</b> <ul style="list-style-type: none"> <li>▪ INGO work experience is preferable, especially with youth groups or organizing public events related to Gender fields</li> </ul>

<b>Technical knowledge/skills</b> <ul style="list-style-type: none"> <li>▪ Technical background and experiences (on the related programme objectives in charge)</li> <li>▪ Understanding of the systems, policies and issues of the programme objectives in charge</li> <li>▪ Management and leadership skills</li> <li>▪ Report, proposal writing skills</li> </ul>	
<b>Language</b> <ul style="list-style-type: none"> <li>▪ Advanced level of English and Vietnamese</li> </ul>	
<b>Attitude</b> <ul style="list-style-type: none"> <li>▪ Independent, decisive</li> <li>▪ Integrity and supportive</li> <li>▪ Team work and leadership</li> <li>▪ Result oriented and accountable</li> </ul>	<b>Adherence to</b> <ul style="list-style-type: none"> <li>▪ Human Rights Based Approach</li> <li>▪ Poverty and injustice eradication</li> <li>▪ Gender equality</li> </ul>