

Program Assistant (based in HCMC)

About AIP Foundation

AIP Foundation is a U.S. registered 501 (c) (3) non-profit organization addressing the pervasive and devastating rate of road traffic crash injuries and fatalities in developing countries through a holistic set of programs, with a particular focus on helmet use and safety products. Our pillared strategy includes access to safe equipment, public awareness campaigns, school-based and targeted population campaigns, technical assistance particularly focused on legislative advocacy and helmet standards, and research, monitoring, and evaluation.

Currently, AIP Foundation has approximately 50 staff with offices in Ho Chi Minh City and Hanoi in Vietnam, Phnom Penh in Cambodia, Bangkok in Thailand. AIP Foundation funders and partners include a wide variety of public and private donors. As a member of the United Nations Road Safety Collaboration, AIP Foundation provides input to reports made by the UN Secretary General to the UN General Assembly. For additional information, please visit <http://aip-foundation.org/>

Summary

The AIP Foundation is seeking for a fulltime position of the Program Assistant who will be based in Ho Chi Minh city office. The key focus of the role is to assist Program Managers in planning and implementation stages across all AIP Foundation's programs and public awareness campaigns.

Line management/Appraised

This role will be line managed by the designated Program Manager

Job Description

Responsibilities	Description
Primary function	<ul style="list-style-type: none"> Under the supervision of designated Program Managers, the Program Assistant will support to organize and perform project activities under on-going projects, sustain and strengthening relationship with local and national project stakeholders and join in delivering all committed results and deliverables in its work plan.
Program implementation	<ul style="list-style-type: none"> To assist Program Managers in planning and implementation stages across all AIP Foundation's programs and public awareness campaigns;

	<ul style="list-style-type: none"> • To supports in developing plans and budgets, implementing activities, conducting monitoring & evaluation, developing reports. • To provide support to relevant partners to ensure quality, participatory, effective, efficient and cost-sensitive planning, implementation, monitoring/reviewing, reporting and evaluation processes of the programs activities in the program areas, with and by partners; • To provide logistical support on program implementation to the Program Manager(s) and/or National Program Director where required; • To provide support in organizing trainings, workshops and other capacity building activities • To develop and maintain positive relationships with key stakeholders, i.e. sponsors, government departments, school staff, children and parents. • To manage agencies, vendors, suppliers in the process of program implementation.
Program monitoring, evaluation and reporting	<ul style="list-style-type: none"> • Monitor program activities conducted by partners to ensure program activities implemented as per work plan; • Participate in, support and prepare logistics for research, surveys and other monitoring and/or evaluation activities in project areas as needed; • Assist with the monitoring, evaluation and reporting relevant to each program or public awareness campaign, as directed by the Program Manager(s)
Program administration	<ul style="list-style-type: none"> • In charge of AIP Foundation's Podio general admins who oversee all the workspaces to ensure staff work properly in terms of database and underlined system setting up; • Carry out all program related administrative tasks, as directed by Program Managers to include: <ul style="list-style-type: none"> ○ Translation of English to Vietnamese and Vietnamese to English ○ TORs, MOUs and other Documents drafting ○ Project database management: study, update, maintenance & filing ○ Planning and executing meetings, travels, and other administrative tasks efficiently including advance and payment requests.
Key working relationships	<ul style="list-style-type: none"> • Key stakeholders • Sponsors

	<ul style="list-style-type: none"> • Program Manager(s) • National Program Director
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Qualifications

- University degree
- Skills in using technology applications (preferable)
- 02 years of experience in related field (preferable)
- Time management skills
- Flexible attitude
- Fluent spoken and written English
- Team player
- Excellent interpersonal skills
- Enthusiastic
- Excellent communication skills
- Honest and trustworthy

Contact and application deadline

The position will be hired locally in Vietnam.

Applications are due on **10 March 2022**. However, please note that applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit your **Cover letter & CV** and two references with email address & telephone number to our AIP Foundation email address at: jobsvietnam@aipf-vietnam.org

The reference check will only be carried out with the final selected candidate and well informed to candidate before contacting his/her references.

All applications will be carefully vetted, including working history and background checks.