



Project Technical Assistant, based in Hanoi

Helvetas is a non-governmental organization, founded in Switzerland in 1955, and supported by more than 100,000 members and sponsors as well as 12 regional volunteer groups. Helvetas has been operating in Vietnam since 1994 in the sectors of Agriculture, Forestry, Governance and Peace, Water and Sanitation, and Rural Development. Today, Helvetas Vietnam's programs focus on Sustainable and Inclusive Economies, specific interfaces with Climate Change and Vocational Skills Development are considered and further deepened.

Helvetas Vietnam is looking for a full-time Technical Assistant for the SECO-funded project “**Swiss Tourism for Sustainable Development Project (ST4SD) in Vietnam**”, 2023-2027. The overall objective of the project is contributing to a more sustainable and inclusive tourism sector in Vietnam. In the long term, the ST4SD will support the creation of new livelihoods and sustainable economic development in Vietnam through the following outcomes.

DUTIES & RESPONSIBILITIES

3.1. Assist team leader & component manager (CM1) in administrative works & project coordination

- Schedule and track weekly, monthly and quarterly works
- Support to connect, arrange to work with partners and project related parties
- Act as a secretary for internal and external meetings
- Drafting work report when required
- Other administrative works

3.2. Translating, interpreting work

- Language supporting for team leader in working with Vietnamese partners and stakeholder if necessary.
- English – Vietnamese and Vietnamese English translation for short reports and documents.

3.3. Logistics arrangement

- Arrange logistics when going on a business trip
- Arrange logistics for official meeting and conference with partners and stakeholders
- Collaborate with other components in joint works of the project.

REQUIRED QUALIFICATIONS

- Education background in tourism and hospitality
- Have knowledge and understanding of Vietnam tourism law and other laws related to tourism
- Have an understanding of Vietnam's current tourism policies, especially policies on sustainable tourism development
- Have an understanding of the organizational structure of state management agencies in tourism in Vietnam, at both central and local levels
- Proven ability to work on own initiative, meeting objectives and deadlines
- Demonstrate a good combination of personal and organizational skills;
- Able to show the flexibility of approach and work effectively within a team;

REQUIRED SKILLS

- Communicational skills
- English speaking and writing skills
- Organizational and work management skills
- Synthesis skills

Interested candidates please send CV, motivation letters and copies of diplomas to Helvetas.vietnam@helvetas.org and trieu.tuanh@helvetas.org by **May 28th, 2023**. Only short-listed candidates will be contacted.