



Recruitment

Animals Asia is an international NGO devoted to ending bear bile farming and improving the welfare of animals in Asia. In Vietnam, Animals Asia is also recruiting a position as below:

Job title: Animal Welfare Department Assistant

Employer: Animals Asia Foundation

Part-time post: 5 days/week

Location: Vietnam

Duration of Position: Two-year contract (extendable)

Direct report: Animal Welfare Director

Primary objective: Support the CAW department (Vietnam)

Salary: USD 600 gross per month + benefits

Key Responsibilities

- Support
 - Investigations and production / dissemination of reports
 - Public awareness campaigns
 - the development and delivery of public education materials
 - The delivery of training workshops
 - Strategic meetings with programme partners and government agencies

Animal welfare department programme support

- Provide support to
 - AW department staff to develop and maintain relationships with programme partners and government agencies
 - AW assistant to deliver public awareness and education campaigns
 - AW campaigns manager to deliver a campaigns programme of activities

Administration

- Contribute activities to the departmental working reports;

- Provide program background and working progress under request from other colleagues;

Inter-department relations

- Support requests from other departments
- Ensure that inter-department and inter-personal relationships are positive and cohesive, and contribute to the overall mission of Animals Asia
- Develop and maintain effective working relationships regarding work procedures, employee relations and procurement-related concerns
- Collaborate with fundraising and communication departments to promote animal welfare campaigns and events through internal and external media

Continuous improvement

- Contribute to the ongoing review, development and implementation of changes to improve the productivity and efficiency of Animals Asia
- Participate in staff training and performance and development appraisal process to assist in the achievement of Animals Asia objectives and mission

Miscellaneous

- Promote and advocate Animals Asia to the public
- Follow established Animals Asia procedures and policies

PERSON SPECIFICATION

Category	Requirement	Essential (E)/ Desirable (D)
Qualification/ Education/ Knowledge	Knowledge of animal welfare issues	D
	Degree in relevant subject or experience of working in an NGO	E
Experience	Excellent project management skills	D
	Experience of working with animal protection organisations in Vietnam	D
	Experience of organising events and activities	D
Abilities/ Skills	Excellent oral and written English language	E
	Ability to work in partnership with key stakeholders and sustain strategic partnerships	D
	Ability to plan & think strategically - experience of turning strategy into operational plans and effective action	E

	Strong organizational skills in both operational and administrative areas	D
	Self-motivated and independent with ability to work under difficult conditions;	D
	Good communication skills, and attention to details	E
	Proficient skills of computer, social media and web-based applications	E
Circumstances	Vietnamese citizen	D
	Ability to travel extensively within Vietnam	E

Application

Please forward your cover letter and CV in English to: dduong@animalsasia.org

Only short-listed candidates will be notified for an interview.

The closing date for applications is **29/02/2024**

Personal data collected will be treated in strict confidence and used solely for recruitment purposes.

For more information on Animals Asia, please visit <https://www.animalsasia.org/>