

JOB ANNOUNCEMENT

Samaritan's Purse is a Christian humanitarian organization providing aid to hurting people around the world. With a sustainable history working in Vietnam, Samaritan's Purse has developed strong relationships with partners to conduct projects in 6 sectors: health, WASH, education, protection, livelihood and relief.

Samaritan's Purse Vietnam's projects are implemented in Hanoi, HCMC, Lai Chau, Yen Bai, and Tra Vinh, where most people are from ethnic minority groups, often the most vulnerable or marginalized sections of the population.

We are now seeking highly qualified candidate for the following position:

Position Title: Project Assistant, Yagi Recovery
Grade: Assistant
Position Duration: From hiring date to December 31, 2025
Duty Station: Hanoi with frequent travel to project locations
Reports To: Project Manager, Yagi Recovery

Job Summary:

The Project Assistant supports all sectors with a special focus on rehabilitation, and reequipping of clinics and other facilities in Yen Bai under the direction of the Project Manager. Additional locations may also be assigned. He/she is responsible to support project activities including initiating, planning, execution, monitoring/evaluation, and conclusion of activities.

Key Responsibilities:

- **Project Implementation:** Support Project Manager and Project Coordinator(s) with project implementation including conducting activities, coordination, trainings, assessments, monitoring, and evaluation.
 - **Logistical Arrangements:** Prepare logistical arrangements including transportation, accommodations, meals, and supplies for project activities and distributions.
 - **Training:** Assist with training, development of supporting materials, and reviewing partner's training for accuracy and applicability.
 - **Scheduling:** Manage timely completion of the project activities under the direction of the Project Manager in coordination with partners.
 - **Procurement:** Utilize established office procedures to ensure the project has the necessary products and/or services to complete work in a timely manner. File and organize procurement documents in the shared drive. Keep inventory of project supplies in storage.
- **Monitoring and Evaluation:** Monitor project activities conducted by Samaritan's Purse and partners. Utilize survey, interview, discussion, and other data collection methods to monitor and evaluate project activities. Ensure activity and project outputs meet defined scope and quality.
- **Reporting and Data Entry:** Data is compiled from surveys, questionnaires, and activities to create summary of information for input into reports including data software, monthly, and annual reports for review by the Project Manager.
- **Stakeholder, Partner, and Government Relations:** Assist the Project Manager and/or Project Coordinator(s) with meetings, communications, and related documentation.
- **Financial management:** Follow internal financial procedures to ensure timely completion of activities

in accordance with approved budgets and donor requirements. Collect accurate receipts and supporting financial documents. Create regular financial expense reports for activities. Review partner financial reporting for compliance with internal requirements.

- **Quality:** Oversee activities to ensure they meet the quality needs for which it was approved.
- **Communication:** Ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring of project communication, including impact stories.
- **Work Environment:** Nurture a positive work environment and foster a commitment to Samaritan's Purse values and ethics.
- **Other responsibilities:** Samaritan's Purse works as a team to carry out programming and additional responsibilities will be assigned as needed.

Education/Experience Needed:

- Bachelor's Degree in development-related field, social sciences, and/or other relevant field.
- At least one year of relevant professional work experience.
- English proficiency level A2 (Elementary Basic User) according to CEFR (Common European Framework of Reference for Languages) and fluency in written and spoken Vietnamese.
- Prior experience or training in project management is preferable.
- Strong willingness and passion to help the vulnerable and disadvantaged in Vietnam.

Skills Required:

- Excellent planning, time management and organizational skills; high level of integrity.
- Comfortable using Microsoft Word, Excel, PowerPoint, and email.
- Ability to travel frequently to remote villages in varying weather conditions
- Humble and mature team player; ability to be flexible and adapt.

Samaritan's Purse in Vietnam is a Christian nonprofit organization. Candidates having working experience in a similar kind of organization will be an advantage.

Please note that Applications will be treated in confidence, only candidates invited to an interview will be contacted.

To respond to this opportunity, please send your **Cover letter, Samaritan's Purse Application form** (as attached) to hvspvietnam@samaritan.org referencing "Yagi Project Assistant Opportunity" in the subject title.

Application Deadline: December 31, 2024.