

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 Coordinator, Yagi Recovery
Grade: Junior Program
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 Coordinator supports all sectors with a special focus on the 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 coordinate and support including initiating, planning, execution, monitoring/ evaluation, and conclusion of project activities.

Key Responsibilities:

- **Project Implementation:** Support Project Manager with project planning, start up, implementation, and monitoring. Conduct activities on schedule, within scope and budget.
- **Training and Technical Content:** Conduct trainings and develop supporting materials. Review partner's training content for accuracy and applicability of materials in relation to project goals.
- **Monitoring and Evaluation:** Monitor and evaluate project activities conducted by Samaritan's Purse and partners. Utilize surveys, interviews, discussions, 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 with meetings, communications, and related documentation. Works to foster strong relationships with partnering authorities.
- **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.
- **Scheduling:** Manage timely completion of the project under the direction of the Project Manager in coordination with partners.
- **Procurement:** Follow procurement procedures to ensure the project has the necessary products

and/or services to complete work in a timely manner.

- **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 3 years of relevant professional work experience
- English proficiency level B1 (Intermediate Independent 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 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 areas in varying weather conditions.
- Humble 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 hrspvietnam@samaritan.org referencing "Yagi Project Coordinator Opportunity" in the subject title. **Application Deadline: December 31, 2024.**