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JOB DESCRIPTION

JOB TITLE: Program Assistant

STATUS: Full-time | One-year fixed term

APPROVED BY: Ngoc Pham, Country Director
Vietnam Country Office

DEPT: Vietnam Country Program

OFFICE: Orbis Vietnam

DATE: December 2024

LOCATION

Hanoi

JOB SUMMARY

The Program Assistant will provide administrative and logistical support to the Cybersight Manager and other program/project staff in the planning, implementation, and evaluation of Orbis Vietnam program/projects. This role requires excellent organizational skills, attention to detail, and the ability to work collaboratively with internal teams and external stakeholders.

ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

- Assist in developing work plans and budgets in coordination with other program staff, Country Director, and Operations.
- Support the Cybersight Manager and other program/project staff in coordinating and supervising the implementation of projects in Hoa Binh, Nam Dinh, and Lai Chau provinces.
- Help develop and strengthen partnerships with local partners and key stakeholders, maintaining relationships with relevant authorities.
- Collaborate with other staff to conduct regular field visits to monitor the progress and quality of program/project activities and propose solutions for any problems that arise.
- Work with Monitoring, Evaluation, and Learning (MEL) staff to update and collect data as needed.
- Assist in checking payment documents received from field staff before submitting them to program and finance departments.
- Draft correspondence and translate documents as required.
- Provide logistics support in organizing training and workshops.
- Assist in the development and dissemination of program materials, such as reports, presentations, and publications.
- Support the organization and facilitation of program-related meetings, workshops, and events.
- Coordinate with vendors and service providers to ensure timely delivery of goods and services for program activities.
- Assist in maintaining program records, including participant databases, meeting minutes, and project documentation.
- Contribute to the preparation of program progress reports and donor reports.
- Provide administrative support for grant proposal development.
- Assist in conducting research and gathering information on program-related topics as needed.
- Do other tasks as required.

REPORTING & WORKING RELATIONSHIPS

The Program Assistant reports directly to the Cybersight Manager and works closely with various internal and external stakeholders. Internally collaborates closely with the Program Team, MEL Officer, interacts with the Communications and Finance Teams for branding, design, payments, and budgeting and external collaborations include maintaining crucial partnerships with Orbis partners, ensuring effective ongoing support for project/program implementations.



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QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in a relevant field (e.g., international development, social sciences, business administration).
- A minimum of 1-year hands-on experience in program coordination, project management, or administrative support role.


OTHER SKILLS & ABILITIES

- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Willingness to make regular travel to project sites, estimated time for travel to the field at 50%
- Strong attention to detail and accuracy in data entry and record-keeping.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software applications.
- Excellent communication skills, both written and verbal.
- Ability to work effectively in a team environment and collaborate with diverse stakeholders.
- Flexibility and adaptability to changing priorities and work demands.

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 **Deadline to apply:** 5:00 PM, January 2, 2025

 **Apply here:** <https://vnm.orbis.org/en/jobs/program-assistant-vietnam>

 **Note:** Only shortlisted candidates will be contacted for an interview.

To learn more about Orbis, go to <http://www.orbis.org>

Orbis is an Equal Opportunity Employer.

As a global organization, we welcome qualified applicants from diverse backgrounds, cultures, and marginalized communities who are underrepresented in the international NGO sector who reflect the five Orbis values of Accountability, Commitment, Equity, Innovation, and Integrity.