



ROLE PROFILE

Title	Field Admin/Logistic and Finance contractor - Climate Resilient Agriculture for Women Economic Empowerment in Quang Binh province		
Functional Area	Program Unit		
Reports to	Project Manager & Provincial Partnership Manager		
Location	Quang Binh province	Travel required	Yes
Effective Date			

ROLE PURPOSE

Plan International (PI) is an independent child rights and humanitarian organization committed to children living a life free of poverty, violence and injustice.

We actively unite children, communities and other people who share our mission to make positive lasting changes in children's and young people's lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind.

We have been building powerful partnerships for children for more than 75 years, and are now active in more than 70 countries.

Plan International Vietnam (PIV) takes its position to strategically contribute to the achievement of the ambition of Plan International by aiming to support 2 million girls in Vietnam to learn, lead, decide thrive, and survive.

PIV is currently implementing the 3-year project named "Climate Resilient Agriculture for Women Economic Empowerment in Quang Binh province" – supported by Koica with tentative starting date from March 1st 2024 to March 31st 2027. The project will be implemented in 2 districts in the Quang Binh province.

DIMENSIONS OF THE ROLE

Field Admin/Logistic and Finance contractor, under the supervision of the Project Coordinator, is responsible for providing the assistance in financial reporting and management and general administrative support.

ACCOUNTABILITIES

Specific responsibilities and accountabilities include the following:

- Support in preparation of financial report, including monthly listing of invoices/supporting documents and translating supporting documents into English as required by the donor, including Plan and partners' expenditures;
- Filing all supporting documents related to project activities as required;
- Maintain and update project files, including payment vouchers, project financial reports and budgets in compliance with project guidelines;
- Review financial reports and supporting documents of partners with support from finance officer;
- Follow-up on the submission of financial reports by partners;
- Provide logistical, administrative support for KOICA projects, including logistic for KOICA project manager;
- Carry out any other duties as may be required by the project team.

KEY RELATIONSHIPS

Internally with:

- a. Project team in Quang Binh: Project Manager/ Provincial Partnership Manager/ Project Coordinator/ Area Financial Facilitator)

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Qualification

- University graduate or equivalent in relevant field

Experience

- Minimum of three years experience working in community development projects;
- Competence in English
- Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills

PLAN INTERNATIONAL'S VALUES IN PRACTICE

(Please refer to Plan International's value for more details)

- We are open and accountable
- We strive for lasting impact
- We work well together
- We are inclusive and empowering

PHYSICAL ENVIRONMENT

- Working location: Quang Binh province
- Travel requirements: Yes
- Working with ethnic minority people and children.

LEVEL OF CONTACT WITH CHILDREN

- Mid contact: Occasional interaction with children