

VVOB vacancies announcement

Context

VVOB – Education for Development is a Belgian organization that seeks to contribute to poverty reduction and to a fairer world with increased opportunities for all. Our main objective is to sustainably improve the quality, efficiency and effectiveness of education and training in developing countries.

Currently, VVOB Vietnam is implementing 1 programme and three projects:

1. Programme: “Mitigating Preschool Children’s Barriers to Learning in Disadvantaged and Ethnically Diverse Districts”- BAMl in Quang Nam, Quang Ngai, Kon Tum provinces (2018-2021)
2. Project: “GENder-responsive Teaching and Learning in the Early years”- GENTLE in Quang Nam and Quang Ngai provinces (6/2018-5/2021)
3. Project: “Communities of practice Inspiring Teaching Innovations in the early Education System in Vietnam”- CITIES in Danang city (6/2019-5/2020)
4. Project: “iPLAY Vietnam – Integrating Play-based Learning Activities among Young learners in Vietnam” in Lai Chau, Ha Giang, Thai Nguyen, Ha Noi, Quang Tri, Da Nang, Quang Ngai and Ho Chi Minh City (12/2019 – 11/2023)

Position

VVOB Vietnam is currently looking for qualified candidate for **01 Project Assistant**. The project assistant reports directly to Finance and Operation Manager and Deputy Programme Manager. Other collaboration lines are shown in the organogram. The purpose of the function of project assistant is to provide administrative and logistic support to the project and project team and translation support.

Key responsibilities:

Provide administrative supports:

- Complying with guidelines and correct implementation of procurement
- Financial and accounting documentation (classifying documentation for accounting purposes...)
- Coordinating with the Technical Assistants to operate meetings, workshops, trainings, fieldtrips and other activities including telephoning, preparing documents, note taking and translation support

Provide logistical supports:

- Preparing and follow up on office logistics, such as stock management, maintenance of equipment... and communicating progress to relevant team members
- Preparing and follow up on activity logistics, such as arranging meeting venues, sending invitation letters for activities, transport and accommodation arrangements... and communicating progress to relevant team members
- General office management (responding office phone, reception of visitors, compiling and updating address database, correspondence, administration filing system, ...)

Other supports:

- Providing other support duties as required by Finance and Operation Manager and Deputy Programme Manager

Required Skills and Experience

Essential

- Diploma in secretarial studies or degree related to office administration or equivalent by experience

- At least one year of relevant work experience in a similar position
- Basic knowledge of accounting and procurement
- Fluent in Vietnamese
- Good written and oral command of English

Desirable:

- Experience in development sector or nonprofit sector

Starting date and working location:

Start date is 01/08/2020 or as soon as possible thereafter in VVOB's office in Danang with frequent travel to project provinces.

Contract duration and benefit:

The contract will be 2 years and its extension will depend on the budget availability.

Selected candidate will be offered a friendly and creative working environment, a good benefit package including the social insurance according to the government scheme and additional insurance for staff and family, 30 days of annual leave and several professional development opportunities.

VVOB is committed to supporting its staff to achieve their maximum potential and will provide opportunities for professional development for the successful candidate, along with an attractive remuneration package.

To apply please send cover letter and detailed CV in English with at least 3 references to:

**Mrs. Nguyen Phuong Anh- Deputy Programme Manager, phuonganh.n@vvob.org and
Ms. Luu Bao Nam Dung- Administrator, dung.lbn@vvob.org**

Subject: Application for the position title

Please do not send certificates. Closing date for submission is **19 June 2020 (before 9am)**. While we thank all applicants for their interest, only shortlisted candidates will be contacted.

VVOB is an Equal Opportunity Employer fully committed to achieving a diverse workforce