**Program assistants**

Vacancies: 02

Report to: (1) Program officers; (2) Procurement and Contracting officer

Reported by: Interns

Collaborated with: (1) Finance team; (2) Communication officer

Main tasks: (1) Administration and logistics arrangement for project office and project team business trips; (2) Supporting program officers and/or coordinator to organize logistics for the workshop/ training/ meeting/ events hosted by CCIHP and/or donor, GNV project owner; (3) Supporting Procurement and Contracting officer to complete paperwork for consultancy contract and service/supplies/equipment purchase; (4) Supporting technical activities implementation

**Tasks description**

Program assistants are expected to:

* Administration and logistics arrangement for project office and project team business trips:
	+ Daily administration for project office, including supplies management and supporting routine payment for office operation
	+ Set up and minutes taking for team meetings
	+ Organizing and filing project documents in the online filing system
	+ Planning and preparing logistics documents for project team business trips, and collaborate with finance team for booking services (budget estimation for advance, venue, accommodation, car, air ticket etc.)
	+ Preparing documents (draft and scan) to inform local partners and stakeholders on the business trips and activities by Prime in the sites
* Supporting program officers and/or coordinator to organize logistics for the workshop/ training/ meeting/ events:
	+ Logistics arrangement for the workshop/ training/ meeting/ events, including planning for organizational activities, seeking for appropriate venue and services, providing logistics guidance to participants, and completion of administrative paperwork for payment (venue, accommodation, participants etc.)
	+ Supporting with documents/ materials format and dissemination to participants (online or printed versions)
	+ Collaborating with communication officer to prepare banner and standees, and other promotion products if any
	+ Supporting minutes taking/recording for project documentation
	+ Collecting documents/ presentation materials/ technical reports/ pictures for project filing
* Supporting Procurement and Contracting officer to complete paperwork for contract and purchase, especially the ones related to logistics for business trips/ events, and supplies for office operation.
* Supporting technical activities implementation:
	+ Translating materials/ documents from English to Vietnamese and vice versa
	+ Supporting to prepare materials/ documents: putting text to slides, formatting slides/handouts
	+ Supporting technical activities at basic/ simple level during the fieldtrips under the supervision of program officers

**Qualification:**

* Proved logical thinking and well-organized capacity
* Proactive and willing to learn new things;
* Good communicator in both writing and speaking in English and Vietnamese;
* Ability to work under pressure and to be flexible to handle multi-tasks
* Having experiences in projects/activities supporting marginalized population or persons with disabilities is an advantage
* Ready to take business trip to the intervention provinces