

VACANCY ANNOUNCEMENT - PROGRAM ASSISTANT

AIP FOUNDATION

AIP Foundation is a non-profit organization dedicated to saving lives on the roads and increasing access to safe, equitable, and sustainable mobility for all. We envision a world with zero road injuries and fatalities. Beyond empowering underserved road user communities, AIP Foundation tackles injustice related to youth engagement, workers' rights, gender equality, and environmental issues. For further information, please visit www.aip-foundation.org

WHO WE ARE

- 50 passionate humans making the world a better place
- An inclusive and women-led non-profit
- A blend of local and international employees implementing programs in Vietnam, Cambodia, Thailand

We are looking for a local qualified candidate to fill the new position of Program Assistant for our country office in Vietnam:

Duty station: **Hanoi**

Status: Full time, 6 months with possible extension

Deadline: 15 Jan 2025

Starting date: Middle of March 2025

POSITION PROFILE

The Program Assistant (PA) leads the delivery of projects and programs of AIP Foundation in the Vietnam Country Office, coordinating with internal and external stakeholders. The PA is expected to report to and is supervised by the assigned Program Lead. The responsibilities listed below are inclusive, but not exhaustive, of the role. It is reasonable to assume that additional tasks will be requested, as and when needed.

KEY RESPONSIBILITIES:

1. Provide logistical support for program implementation and carry out administrative tasks, including project update, translation of English – Vietnamese – English, managing invoices and preparing expense reports, project database management & filing
2. Assist in organizing events, workshops, trainings, related to road safety, including logistical arrangements, participant communication, and materials preparation
3. Assist in the planning, coordination, and implementation of programs activities
4. Assist the Program lead in monitoring program activities conducted by partners to ensure adherence to the work plan
5. Support the Program lead in developing program materials, including presentations, reports, and training materials
6. Assist the Program lead and/or Country Manager in developing and maintaining positive partnerships with key stakeholders, including sponsors, government departments, school staff, and students.

7. Collaborate with team members to ensure effective communication and coordination among program stakeholders
8. Support Program lead and Country Manager in preparing reports to the donors and related Government partners such as PACCOM, NTSC, MOET, etc.
9. Participate in regular team meetings, workshops, and trainings to enhance professional development and contribute to program improvement
10. Manage agencies, vendors, and suppliers involved in the program implementation process.
11. Perform any other tasks as required by Program lead and Country Manager

KEY WORKING RELATIONSHIPS:

- Program lead
- Country Manager
- Key stakeholders
- Sponsors

QUALIFICATIONS:

- University degree in a relevant field.
- Minimum of 2 years of experience in a related field (preferable).
- Good time management skills.
- Flexible attitude towards work and ability to adapt to changing priorities.
- Fluent spoken and written English.
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, etc.).
- Excellent interpersonal and communication skills.
- Strong team player with enthusiasm for collaborative work.
- Honest and trustworthy.
- Experience working with school students, teachers and government partners is a plus

APPLICATION REQUIREMENTS

- The position will be hired locally.
- Applications are due **15th January 2025**. However, please note that due to the urgency to fill the position, applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.
- Please submit a one-page cover letter, a maximum three-page CV, and three references with current email address and telephone number to our email: humanresources@aip-foundation.org
- We will inform you before contacting your references. All applications will be carefully vetted, including working history and background checks.