

[Job Description](#_top" \o " The job description provides a set of responsibilities for candidates, new employees, and managers to ensure agreement and understanding of the expectations for a specific role. It allows candidates to asses if they are suitable for an open position and provides a guide for recruiters to screen candidates and streamline the recruitment process.After a candidate is selected and on-boarded, the job description can be used as a guide for setting goals and targets when determining annual performance objectives. It can also assist in formulating training and development plans. )

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| **JOB INFORMATION** | | | |
| Job Title | Area Program Administrative Assistant | Line Manager Title | Area Program Manager |
| Grade Level | 10 | Department/Office | Field Operations |
|  |  | Work Location | Area Program |

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| **[CONTEXT](#JOB_PURPOSE" \o "The job purpose should state the reason the position exists, its objective, and the degree of supervision needed. Typically, one or two concise sentences capture the main purpose of the job.Example: Under general supervision, this role will develop and deliver on key finance initiatives in order to etc… All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)** | | | | | | | |
| World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision (WV) helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WV’s work focuses on children, ensuring they are protected and their basic needs are met. World Vision Vietnam (WVV) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVV employs about 430 staff, of which 93% are Vietnamese nationals.  WVV is operating in 4 zones: North 1 (Hoa Binh, Dien Bien), North 2 (Yen Bai, Tuyen Quang, Hai Phong), Central (Thanh Hoa, Quang Tri and Da Nang) and South (Quang Nam, Quang Ngai, Binh Thuan, Ho Chi Minh, DakNong). WVV’s Area Program (AP) usually focuses within one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVV’s Development Program Approach (DPA) is that Area Program (AP) team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas. | | | | | | | |
| **[JOB PURPOSE](#JOB_PURPOSE" \o "The job purpose should state the reason the position exists, its objective, and the degree of supervision needed. Typically, one or two concise sentences capture the main purpose of the job.Example: Under general supervision, this role will develop and deliver on key finance initiatives in order to etc… All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)** | | | | | | | |
| This position aims to assist Area Program Manager and team members in implementing the administrative tasks of the AP including procurement, payment, sponsorship services, office logistics for events/visits, etc. He/she is expected to contribute to the effective operations of the AP, in alignment with WVV’s strategy and policies. | | | | | | | |
| **[MAJOR RESPONSIBILITIES](#MAJOR_RESPONSIBILITES" \o " This is the foundation of the job description. It conveys the complexity, scope and level of responsibility of the job. As such, it is important to describe the duties and responsibilities as accurately, concisely and completely as possible.    There are three sections in which to document. They are broken up into percent of time, activity and end results.  When developing this section group the responsibility into 3 to 5 buckets that capture the main components of the role. It is helpful to divide the tasks and/or responsibility into daily, weekly, monthly, quarterly or annual to aid in understanding the amount of time each area of responsibility will take. Each main responsibility should include related tasks in the delivery of each responsibility.  Next, list the expectation of how each responsibility will be carried out under End Results. End results should be measurable, and time bound and written in a manner that can inform the development of annual performance objectives.  All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)** | | | | | | | |
| % of time | Activity | | | | End Results | | |
| 50% | **Programs Operations**   * Arrange logistics (transportation, accommodation, venue, stationaries, printing, etc.) for AP activities, events and visits under the supervision and support of AP Coordinator * Prepare and track logistic purchase requests on Provision and get support from the Zonal procurement officer to complete the procurement process in alignment with WV’s procedures and policies * Support DFs/SFs/Coordinators to aggregate information and fulfil orders (creation PO/registration and payment process) for centralized procurement on a quarterly * Support DFs to complete required documents for procurements when needed * Enter the lists of MVC who are beneficiaries of program activities in the MVC support monitoring file/system * Scan the required documents for payment requests to be uploaded on the system and storage purpose. * File necessary procurement and payment documents in order * Procure and pay office equipment and utilities | | | | * Timely and effective logistic and procurement support * Compliance with procurement and financial policies and procedures * Accuracy of MVC support data * Procurement and payments documents kept in order | | |
| 45% | **Sponsorship service operations**   * Arrange logistics (transportation, accommodation, venue, stationaries, printing, etc.) for sponsorship events and visits under the supervision and support of Sponsorship Facilitator (SF). * Support local partners to buy Gifts (belonged to GN) for RC based on approved TOR, follow up and collect photos as well as relevant documents as required. * Contact local partners to follow up progress of correspondences, Child Expression Worksheet to ensure they are in alignment with sponsorship standards * Support SF to track the progress and check the quality of pictures and videos of RC. * Assist SF to track RC and their parents’ participation in programming. | | | | * Sponsorship events are completed successfully and effectively. * Meaningful contribution to sponsorship service and sponsorship 2.0 products with high quality and effective. | | |
| 5% | **Other**   * Take responsibility for personal security, accurately identify and assess the dangers and respond in the most appropriate way; take all good faith efforts to keep other WVV staff and property secure with guidance and instruction as being trained by WVV * Other tasks assigned by the manager to the team performance. | | | |  | | |
| **[KNOWLEDGE/QUALIFICATIONS FOR THE ROLE](#KNOWLEDGE_QUALIFICATIONS" \o " Knowledge skills and abilities allow the recruiter and the candidate to understand what experience is required in order to be successful in the role. It should be listed as the minimum amount of education and experience required.  Knowledge: The level of education, experience and training an individual must have at minimum to be considered qualified for the position. Skills: The proficient manual, verbal, or mental manipulation of data or things.  Specific skills such as ability to create, manipulate and utilize spreadsheets, word processing programs, or proficiency in a second language. Abilities:  The competence to perform an observable behavior or a behavior that results in an observable product, e.g., organize or plan work or coach and mentor others. )** | | | | | | | |
| Required Professional Experience | | * At least 1 years’ experience in administrative assistant | | | | | |
| Required Education,  training, license,  registration, and  certification | | * College degree in any field * Motorbike driving licence | | | | | |
| Preferred Knowledge  and Qualifications | | * Carefulness, proactiveness, hardworking and detail oriented * Proficient use in Word, Excel, PowerPoint and email * Willingness to learn and grow * Willingness to support articulate and demonstrate World Vision’s core values in meaningful ways to children and communities. * Basic understanding of and experience in development/humanitarian works would be an advantage | | | | | |
| Travel and/or  Work Environment  Requirement | | Travel to communes and village within the district of the AP | Physical  Requirements | Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals | | Language  Requirements | Vietnamese: Fully Fluent  English: Elementary |

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| **[KEY WORKING RELATIONSHIPS](#KEY_WORKING_RELATIONSHIPS" \o "Each job will typically have multiple working relationships. In this section, please define the key contacts with whom the incumbent will be required to interact, in order to be successful in the job. Please consider internal contacts outside the immediate department, as well as external contacts.When describing the reason for the contact, describe the interaction in terms of sharing key or complex information, providing business solutions and/or recommendations, or influencing external partners to share in WVI’s vision and mission. )** | | |
| Contact (within WV or outside WV) | Reason for contact | Frequency of contact |
| AP Manager | Overall guidance and leadership | Daily |
| AP Team Members | Collaboration | Daily |
| Government Partners: C-PMBs, VDBs. | Administrative Operation | Daily |
| Hamlet Facilitators/Volunteers | Administrative operations | Daily |
| **[DECISION MAKING](#DECISION_MAKING" \o "In this section please include information that describes the role's authority to act, approve, or make decisions. Please think about the responsibilities of the role in terms of: Supervision of work – Is the WHAT and the HOW clearly prescribed and reviewed. Directed Work – The WHAT is prescribed but the HOW is only prescribed at the level of policies and general rules or precedents. Guided Work – The WHAT is prescribed only in very general terms and the HOW is not prescribed at all, although it would be subject to the general limitations of the organizations’ business and way of doing business.  )** | | |
| As per the level of authorities of WV Vietnam | | |

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| **CORE COMPETENCIES** – For all positions, select the top 3 prioritized competencies from below. Click [here](https://careers.wvi.org/uploads/CoreCompetencies%20Pocket%20Guide%20for%20Website.pdf) for a quick overview of our Core Competencies. | | | |
| Be Safe and Resilient  Deliver Results | Build Relationships  Be Accountable | Learn and Develop  Improve and Innovate | Partner and Collaborate  Embrace Change |
| For Management positions only, select the top 2 prioritized competencies from below. | | | |
| Model Self-Management | Engage, Influence, Lead  and Grow Others | Run an Effective  and Agile Organisation | Develop the Organisation  for the Future |

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| **APPROVALS** | |
| Line Manager: | Approval Date: Click or tap to enter a date. |
| Matrix Manager: | Approval Date: Click or tap to enter a date. |
| Department Heads: | Approval Date: Click or tap to enter a date. |
| P&C Director: | Approval Date: Click or tap to enter a date. |