

## Job Description

### VACANCY INFORMATION

Job Title	Project Assistant	Manager Name/Title	Project Manager
Grade level	12	Department/Office	Empower Children with Autism or Intellectual Disabilities (ECAID) project
		Work Location	Son Tra and Lien Chieu districts, Danang city

### CONTEXT

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 helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, World Vision International in Vietnam's work focuses on children, ensuring they are protected and their basic needs are met. World Vision International in Vietnam (WVIV) has been funded by 13 support countries in Europe, Asia, the Americas, and Australia. Funding of WVIV consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVIV employs about 400 staff, of which 99% are Vietnamese nationals.

WVIV is operating in 25 Area Programs (AP) in 4 zones: North 1 (Dien Bien, Ha Noi, Hai Phong), North 2 (Thanh Hoa, Hung Yen, Quang Ninh), Central (Quang Nam, Quang Tri, and Da Nang), and South (Quang Ngai, Ho Chi Minh, DakNong). WVIV's AP usually focuses on one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVIV's Development Program Approach (DPA) is that AP team members are based at the district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Besides the APs, WVIV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

The project "Empower Children with Autism or Intellectual Disability" (ECAID) is a special project aimed to enhance equal rights of children with autism or intellectual disabilities in Son Tra and Lien Chieu districts, Da Nang city, Viet Nam. From January 2025 to December 2027 (3 years), the project aims to achieve 3 main outcomes:

- (1) To strengthen the voice and leadership of children with autism or intellectual disabilities in community and school in Da Nang;
- (2) To enable an inclusive environment for children with autism or intellectual disabilities;
- (3) To ensure effectiveness of the implementation of current policies for children with autism or intellectual

### JOB PURPOSE

To assist in planning, implementing and monitoring the ACE Project activities in the assigned sites to achieve the goal, outcomes, and outputs stated in the design document.

This position also assists Finance Officer in maintaining the books of accounts and other financial records of the Project & adhering to the financial standards of World Vision financial system to ensure accountability.

### MAJOR RESPONSIBILITIES

% of time	Activity	End Results
50%	<b>Support to Planning and Implementation</b>	Support the efficiency and effectiveness in the

	<ul style="list-style-type: none"> <li>- Support the elaboration of project work plans and activity implementation plans;</li> <li>- Support the elaboration of project procurement plans;</li> <li>- Provides administrative and operation support on implementation of project activities;</li> <li>- Follow-up, on a daily basis, with project partners, to guarantee smooth implementation of the project;</li> <li>- Supports project-related travel and accommodation arrangements;</li> <li>- Perform any other tasks assigned by the Project Manager.</li> </ul>	implementation of the projects, in accordance with WV policies and procedures and donor requirements.
20%	<b>Support to Monitoring and Reporting</b> <ul style="list-style-type: none"> <li>- Provide frequent monitor to project activities at field;</li> <li>- Support the timely preparation and submission of activity reports, records, minutes, and any other required project reports;</li> <li>- Maintain up-to-date files and records of project documentation;</li> </ul>	Evidence-based performance reports with complete qualitative and quantitative information, along with lessons learned and appropriate recommendations are provided promptly to Project Manager, partners and relevant stakeholders.
30%	<b>Support to Financial Policy Compliance</b> <ul style="list-style-type: none"> <li>- Administrative financial services are provided to the project to ensure compliance, quality, accuracy and consistency of work in project implementation.</li> <li>- The project team is assisted in verifying quotations, procurement, service supply contracts for project-related activity.</li> <li>- Adequacy and correctness of the supporting documents ensured for payments and/or voucher preparation to ensure consistency with WV's Policy and donor requirements.</li> <li>- The quality of the goods and services delivered to the beneficiaries is verified by conducting random visit to the project sites.</li> <li>- Provide frequent inventory of project assets and maintain project inventory logbook.</li> <li>- Establish and maintain filing system of key documents.</li> <li>- Maintain all financial and other records required for audit purposes,</li> </ul>	<ul style="list-style-type: none"> <li>- Strong accountability and compliance in accounting and reporting</li> <li>- Effective asset management</li> </ul>

#### KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ol style="list-style-type: none"> <li>1. A minimum of 2 years of relevant, practical working experience in development related projects, preferably with hands-on experience in projects implementation;</li> <li>2. Experience working with government counterparts;</li> <li>3. Experience in the usage of computers and office software packages (MS Word, Excel, Power Point, etc.);</li> <li>4. Experiences in finance and admin is preferred.</li> </ol>
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Required Education, training, license, registration, and certification	<ol style="list-style-type: none"> <li>1. University or college degree;</li> <li>2. Preferably in social work, community development, or related area.</li> </ol>				
Preferred Knowledge and Qualifications	<ol style="list-style-type: none"> <li>1. Ability and sensitivity to work with a wide cross-section of partners, including Government;</li> <li>2. Consistently approaches work with energy and a positive, constructive attitude;</li> <li>3. Demonstrates openness to change and ability to manage complexities;</li> <li>4. Demonstrated capacity to undertake assigned responsibilities and work under pressure</li> </ol>				
Travel and/or Work Environment Requirement	The position requires ability and willingness to travel domestically up to 40% of the time.	Physical Requirements	Satisfactory pre-employment medical report verified by medical doctors at licensed hospitals	Language Requirements	Vietnamese: Fully Fluent English: Intermediate

### KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
Project Manager	To get overall guidance and approval	Daily
Project Officer	To coordinate for implementing the project activities	Daily
Project Finance Officer	To coordinate for complying WV and donor financial requirements	Daily
Project Implementing Partners	To collaborate in planning, implementing, monitoring and evaluating the project	Daily
Suppliers	For purchasing, logistics, and ensuring quality of deliverance	Daily

### DECISION MAKING

Within WVI-V Policies and Guidelines, Donor requirements.

**CORE COMPETENCIES** – For all positions, select the top 3 prioritized competencies from below. Click [here](#) for a quick overview of our Core Competencies.

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Be Safe and Resilient      | <input checked="" type="checkbox"/> Build Relationships | <input type="checkbox"/> Learn and Develop    | <input checked="" type="checkbox"/> Partner and Collaborate |
| <input checked="" type="checkbox"/> Deliver Results | <input type="checkbox"/> Be Accountable                 | <input type="checkbox"/> Improve and Innovate | <input type="checkbox"/> 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

## APPROVALS

Line Manager Name: Project Manager

Approval Date: Click or tap to enter a date.

Matrix Manager Name:

Approval Date: Click or tap to enter a date.

P&C Name:

P&C Approval Date: Click or tap to enter a date.