

Job Description

Project Assistant

Job title:	Project Assistant
Location:	Hanoi
Starting Date:	May/June 2019
Position Type:	Vietnamese national post, full-time (5 working days/week)
Contract duration:	12 months with possibility of extension (subject to funding and performance)

Background information

Towards Transparency ([TT](#)) is a Vietnamese non-profit consultancy company founded in 2008 to contribute to prevention and fight against corruption. In March 2009, TT became the National Contact of Transparency International (TI) in Vietnam. TI is the global civil society organisation working to stop corruption. TI works through National Chapters, National Contacts and other partners in more than 100 countries. Its international secretariat (TI-S) is based in Berlin, Germany.

TT's activities aim to contribute to effective implementation of anti-corruption policies and practice in the public sector, private sector and society towards reducing corruption in the country.

Currently, TT is looking for a young and motivated Vietnamese candidate to fill in the position of Project Assistant to join its team. S/he is expected to provide required supports to help ensuring smooth operation of TT's ongoing projects.

Position Title	Project Assistant
Responsibilities	<ul style="list-style-type: none"> Assist in project communications in line with TT's communications guidelines, including writing short post to TT's websites/fan pages; Assist in project events/workshops organization; Assist in logistics, administration and reporting; Assist in project budget management; Assist project procurement procedures; Translate project's documents; Carry out others tasks assigned by direct supervisor and/or Project Managers.
Job Requirements	<ul style="list-style-type: none"> Good competency in English and Vietnamese; Clear communication and presentation skills; Interested in organizing/supporting events and workshops; Honest, open to learn, motivated, team-oriented and communicative; Competency in Microsoft Office Software (MS Word, MS Excel, database) and e-mail; knowledge of interactive digital media production processes and software, taking photo, computer graphics (Photoshop); University/College degree (e.g. Social sciences, Communications, English, Public Administration, Development Studies, etc...)
Benefits	<ul style="list-style-type: none"> Opportunity to be exposed to dynamic and challenging working environment; Opportunity to learn and get prepared for your career in development sector for positive social change; Salary: VND 60,000,000 net/annual Entitlement of Monthly Social Insurance, Health Insurance and Unemployment Insurance
Reporting line	Finance & Administration/HR Manager
Application details	<p>Interested candidates should send their application (motivation letter, CV and contact details of 2 references) in English to hr@towardstransparency.vn</p> <p>The closing date for applications is 26th May 2019</p> <p>Only shortlisted candidates will be notified.</p>