

JOB DESCRIPTION

ACTION ON POVERTY IN VIETNAM

Asia-Pacific Program Assistant

Effective date:	From September 2025
Duration:	12 months (extendable), full-time
Location:	Ha Noi, with possible travels to project sites
Report line:	Asia- Pacific Program Manager

I. BACKGROUND

I.1 Action on Poverty (AOP)

Action on Poverty (AOP) is a secular, not-for-profit non-government organisation (NGO), founded in Australia in 1968 and incorporated in the state of NSW in 1983. Our Vision is for all people to transcend the injustice, indignity and inequality of entrenched poverty. Our Mission is to empower changemakers to break the cycle of poverty.

AOP supports programs in Africa, Asia, and the Pacific. Our key program areas include food security and sustainable livelihoods, women's economic empowerment, education, climate change and water and sanitation. Working in partnership with others is a key feature of our work. We focus on strengthening and empowering local NGO civil society groups in developing countries so that they can better meet their own aspirations.

AOP holds full accreditation with the Australian Government and is a signatory to the Australian Council for International Development (ACFID) Code of Conduct, which requires high standards of corporate governance, public accountability and financial management to be in place.

I.2 Asia-Pacific Program Management

Currently, the Asia- Pacific Program is managing the project implementation activities in Vietnam, Bangladesh, Cambodia, Indonesia, Kiribati, Timor Leste and Solomon Islands with the following main tasks:

- Partnership management.
- Fund management.
- Project quality assurance and compliance.
- Provision of technical supports to the partners.
- Resource mobilization.
- Co-operation with share-valued partners to replicate community development model.
- Co-ordination and implementation of research into marginalised populations for further intervention.
- Other activities as required.

II. PURPOSE

The Asia- Pacific Program Assistant will act as a dedicated member of the Program Management team at AOP. The main responsibility of this position is to support the Asia and Pacific Program Manager based in Sydney in: (1) planning and organizing work plans with other teams within AOP and AOP's partners in Asia and Pacific countries.; (2) supporting monitoring implementation progress of the specific tasks; and (3) other administrative tasks assigned. The Program Assistant will engage in the project development and management activities including, but not limited to

program and budget planning, partnership development, donor compliance, program implementation and monitoring, and program impact evaluation.

III. MAIN RESPONSIBILITIES

Key Responsibilities	Tasks
Internal and External Stakeholder Liaison	<ul style="list-style-type: none"> • Liaise with AOP Overseas Partners in Asia and Pacific (hereinafter referred to as 'partners') to ensure the timely completion and submission of project reports, including financial reports. • Liaise with the AOP Partnership and Communications Team to enhance the profile of and funding for the Asia- Pacific Program, including by contributing to the development of the annual report and communications products. • Support scheduling of meetings with partners and take meeting minutes and facilitate communication. • Liaise with and assist AOP monitoring, evaluation and reporting staff as required.
Support Effective Project Management	<ul style="list-style-type: none"> • Support the effective use by partners of AOP's online monitoring and evaluation system. • Review quarterly reports to ensure they align with the approved project proposals. • Maintain an accurate database of partner and project details. • Support travel planning and the completion of trip reports for monitoring and capacity building trips. • Ensure projects meet compliance requirements.
Support Overseas Partner Effectiveness	<ul style="list-style-type: none"> • Grant research to identify potential funding opportunities for partners and support proposal development. • Support the implementation of AOP's Capacity Building Project for partners. • Assist in the organisation of learning and networking events for partners.
Project Administration	<ul style="list-style-type: none"> • Document management and filing. • Other administrative tasks as assigned by the Asia Pacific Program Manager.
Other Assigned Tasks	<ul style="list-style-type: none"> • Other tasks as assigned by the Asia- Pacific Program Manager.

IV. REQUIREMENT

Education	<ul style="list-style-type: none"> ▪ Relevant Degree and/or equivalent professional qualification, preferably in development, sociology, project management
Work experience	<ul style="list-style-type: none"> • Experience working in a cross-cultural environment • Administrative experience in the NGO sector preferred.
Technical knowledge and skills	<ul style="list-style-type: none"> ▪ Excellent interpersonal and communication skills in English, both spoken and written ▪ Proficiency in using office applications (Microsoft Word, Excel, PowerPoint, OneNote, Teams, PDF editor) and cloud-based solutions (Office 365 environment) ▪ A demonstrable knowledge of international development issues in the Asia Pacific context ▪ Strong planning, time management and organisational skills ▪ Ability to give and receive feedback ▪ Ability to work autonomously on day-to-day tasks ▪ Proactive and independent approach ▪ Proactively explores new ideas; seeks creative solutions and adapts to improve effectiveness ▪ Familiarity with AOP's thematic areas of work is an asset

Languages	<ul style="list-style-type: none"> ▪ Commitment to AOP’s vision, mission, values and goals ▪ Fluent in English both spoken and written. ▪ Proficient in English (C2 Level minimum).
Attitude	<ul style="list-style-type: none"> ▪ Detail-oriented and meticulous ▪ Demonstrates high levels of integrity ▪ Problem solving and initiative ▪ Effective collaboration ▪ Respect others ▪ Ability to work independently and as a part of a team ▪ Passionate and enthusiastic about the work in the development sector.
Adherence to AOP Policies	<p>All employees of Action on Poverty make a personal commitment to the organisation’s mission and values and indicate this by signing Action on Poverty’s Staff Code of Conduct. It is expected that personal and professional conduct will be consistent with all expectations set out in Action on Poverty’s policies and Employee Manual.</p> <p>AOP is an equal opportunity employer and does not discriminate on the grounds of ethnic origin, race, religious beliefs, age, ability, gender or sexual orientation. All employees, volunteers and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check, and a working with children check.</p>

JOIN A TEAM WHERE YOUR WORK MATTERS

At AOP, we believe that real change is driven by passionate people. This is a role where your professional growth and your desire for impact go hand-in-hand. If you are eager to develop your career in the not-for-profit sector and have a passion for creating a sustainable future, we’d love to hear from you!

To apply, please submit your **CV and cover letter** in English outlining your interest and suitability for the role to recruitment@actiononpoverty.org by **15 August 2025**.

Please use the subject line: **[Asia-Pacific Program Assistant] – [Your Name]**

Applications will be reviewed on a rolling basis. While we appreciate all responses, only shortlisted candidates will be contacted.

AOP is an equal-opportunity employer and a child-safe organization, AOP does not discriminate on the grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All employees, volunteers, and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check, and a working with children check.