



ROLE PROFILE

Title	Project Assistant - Climate Resilient Agriculture for Women Economic Empowerment in Quang Tri province		
Functional Area	Program Unit		
Reports to	Deputy Provincial Program Manager		
Location	Quang Tri province	Travel required	Yes
Effective Date	January 2026 – Dec 2027	Yes	B

ROLE PURPOSE

Plan International (PI) is an independent child rights and humanitarian organization committed to children living a life free of poverty, violence and injustice.

We actively unite children, communities and other people who share our mission to make positive lasting changes in children's and young people's lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind.

We have been building powerful partnerships for children for more than 75 years, and are now active in more than 70 countries.

Plan International Vietnam (PIV) takes its position to strategically contribute to the achievement of the ambition of Plan International by aiming to support 2 million girls in Vietnam to learn, lead, decide thrive, and survive.

PIV is currently implementing the 3-year project named "Climate Resilient Agriculture for Women Economic Empowerment in Quang Tri province" – supported by KOICA with tentative starting date from March 1st 2025 to December 31st 2027. The project will be implemented in 2 communes in the Quang Tri province.

DIMENSIONS OF THE ROLE

Project Assistant, under the supervision of the Deputy Provincial Program Manager, is responsible for providing the assistance in project implementation of activities, financial reporting and general administrative support to the team.

ACCOUNTABILITIES

Specific responsibilities and accountabilities include the following:

- Support in implementation of project activities by working with partners and the project team under the guidance of Project Coordinator;
- Support in recording and reporting of project activities by working with partners and the project team under the guidance of Project Coordinator;
- Support in translation from Vietnamese to English, including all supporting documents related to project activities and financial report, and for Project Manager;
- Support in preparation of financial report, including monthly listing of invoices/supporting documents as required by the donor, including Plan and partners' expenditures;
- Maintain and update project files, including payment vouchers, project financial reports and

budgets in compliance with project guidelines;

- Follow-up on the submission of financial reports by partners;
- Review financial reports and supporting documents of partners with support from Area Financial Facilitator and Project Manager;
- Provide logistical, administrative support for KOICA project, Program Unit, including logistic for Project Manager;
- Carry out any other duties as may be required by the project team.

KEY RELATIONSHIPS

Internally with:

- a. Project team in Quang Tri: Project Manager/ Deputy Provincial Program Manager/ Project Coordinator/ Project Officer/ Area Financial Facilitator

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Qualification

- University graduate or equivalent in relevant field

Experience

- Minimum of three year-experience working in community development projects;
- Competence in English is highly appreciated
- Requires the flexibility to trip to field, information management and telecommunication skills, proficiency in computer skills including Excel and Microsoft software, general finance and administration skills to support the project
- Requires reporting and cooperation skills when working with team and various stakeholders, and willingness to learn, implement, and develop the project activities as per the guidance of Project Coordinator

PLAN INTERNATIONAL'S VALUES IN PRACTICE

(Please refer to Plan International's value for more details)

- We are open and accountable
- We strive for lasting impact
- We work well together
- We are inclusive and empowering

PHYSICAL ENVIRONMENT

- Working location: Quang Tri province
- Travel requirements: Yes
- Working with ethnic minority people and children.

LEVEL OF CONTACT WITH CHILDREN

- Mid contact: Occasional interaction with children