



ROLE PROFILE

Title	Project Assistant “Advancing ethnic minority gender-responsive learning and school environments in Tuyen Quang and Lai Chau” project		
Functional Area	Program Department		
Reports to	Project Manager (PM)/ Grant Portfolio Manager		
Location	Hanoi	Travel required	Yes
Effective Date	March 2026 – April 2027	Grade	B

ROLE PURPOSE

Plan International (PI) has set its purpose in the global strategy for the period of 2025 - 2027, which focuses on advancing children rights and equality for girls with the global ambition of supporting 100 million girls. In Vietnam, Plan International Vietnam (PIV) is implementing its Country Strategy Program with purpose to ‘enable girls, young women and youth of Vietnam to be active drivers of change in realizing their rights to green and sustainable future’.

The 3-year project namely “**Advancing ethnic minority gender-responsive learning and school environments in Tuyen Quang and Lai Chau**” which is funded by Ministry of Foreign Affairs of Japan and Plan International Japan. Through the construction and renovation of dormitories, an environment where children can continue attending school safely will be established. Renovation of counselling rooms, building the capacities of school nurses, teachers, and school administrators, conducting awareness-raising activities through student clubs, and raising awareness among community leaders and parents, will promote awareness of sexual and reproductive health and rights in target areas. This is expected to reduce the likelihood of child early marriage and pregnancy, particularly amongst girls. Moreover, children will take the lead in advocating for policy recommendations to the Department of Education and Training and promoting the learner-centered and gender-perspective comprehensive sexuality education initiatives.

The project will contribute to increase the number of ethnic minority children, especially girls, who are protected from all forms of GBV, including CEFM. The specific objective is “Ethnic minority students in primary and secondary schools in Lai Chau and Tuyen Quang province can learn in gender-responsive study environments and realize their sexual reproductive health rights.” Outcomes of the project are:

- (1) Infrastructure in selected primary and lower secondary schools in Lai Chau and Tuyen Quang is improved to be more gender equal and inclusive.
- (2) Enabling the education environment of selected primary and secondary schools is improved for the provision of quality CSE.
- (3) The agency of ethnic minority students to address harmful practices related to SRHR, including GBV and CEFM is strengthened.

DIMENSIONS OF THE ROLE

The Project Assistant, under the direct supervision of the Project Manager, will be responsible for supporting the general management and implementation of the “*Advancing ethnic minority gender-responsive learning and school environments in Tuyen Quang and Lai Chau*” project. S/he will be per request by PM in coordinating and supervising the

effort of project partners to deliver activities funded at national and PU levels under the period from 1st March 2026 to 30th April 2027. The employment contract can be renewed each year as possible depends on the performance and funding.

ACCOUNTABILITIES

- **Ensures that Plan International's global policies for Safeguarding and Gender Equality and Inclusion (GEI)** are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

1. Support project management and communication

- Translate project proposal, internal and external reports and other documents related to the project between Vietnamese and English.
- Simultaneous interpretation between Vietnamese and English during discussions and trainings for the Japanese Project Manager, other staff members, and counterparts such as teachers and government officials.
- Support communication among offices in Hanoi, Tuyen Quang, and Lai Chau.
- Support administrative tasks for the project, including travel arrangements, payments to consultants, travel expense claims, and other related administrative procedures.
- Studying of project technical guidance to support the project team and partners in project implementation.
- Support the project team in documenting and disseminating the project best practices and lessons learnt.
- Support Japanese Project Manager and the Project Team to develop and implement capacity building for partners at all levels under this project.

2. M&E and reporting

- Collect and consolidate information from PUs and manage databases of project.
- Based on the MERL plan, support closely with the Japanese Project Manager, M&E Manager, and Grants Portfolio Manager to develop relevant tools.
- Support the Japanese Project Manager to monitor project activities' implementation; collect pictures and the number of participants in each activity for reporting to donors, etc.
- Support to host the baseline/ endline survey by communicating with the external consultants in Vietnamese where necessary.
- Conduct the field visits for verification/post check on project deliverables.
- Support Project Officers in PU to report accurately and timely on project progress and outcomes / results achieved

3. Human Resource

- Support the recruitment of external consultants or resources and participate in the management of those deliveries accordingly.

4. Networking, Learning and Innovation

- Ensure Plan initiatives are progressed / adapted based on the approved learning / adaptation plan
- Practice / adapt the newly introduced technologies for design, implement, monitor project delivery
- Cascade the learning from other projects in Vietnam and other recommended initiative to project relevant partner/community.

5. Donor relationships

- Arrange logistics and procurement, such as accommodation and transportation for project activities in field trips to provinces in collaboration with relevant departments/ PUs for organizing internal and external visits to the project sites based on the approved itinerary

KEY RELATIONSHIPS

Internally with:

- Japanese Project Manager based in Hanoi office
- Co-workers: supporting colleagues from Project Coordinator (50% assigned to this project based in Hanoi), Grant Portfolio Manager (based in Hanoi), Tuyen Quang 2 and Lai Chau PU office members, Program Quality & Development (Gender and Inclusion TL, M&E Manager etc.), Business Development Unit, Finance and Operations, Communications, HR&OD, etc.
- JNO contact focal points for frequent updates and timely reporting

Externally with:

- Key implementing partners (provincial, district and commune level)
- Consultants (mainly for interpretation and coordination purposes, under the guidance of the Project Manager)

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

1. Essential

- University graduate in related fields
- English language test qualification (IELTS 6.5 or equivalent)
- Experience in translating and/ or interpreting between Vietnamese and English
- Demonstrated knowledge of gender approach, gender-based violence (GBV), child rights, youth's right and inclusion.
- Experience in development, establishment and maintenance and influencing in partnership with government agencies, stakeholders, mass organization at provincial, district, commune levels
- Experience in working with children and communities in child-related programs and projects.
- Experience in consolidation of project progress reporting
- Demonstrates positive attitudes towards gender equality, inclusion and girls 'rights
- Commit and contribute to an environment where children and young people feel respected, supported, safe and protected
- Never act or behave in a manner that results in violence against a child or young person or places a child or young person at risk of violence;

Knowledge:

- Excellent Vietnamese and English skills, both oral and written (capable of translating written and spoken languages fluently).
- Demonstrated knowledge of gender approach, GBV, child rights, youth's right and inclusion.
- Understanding of Vietnam government policies, laws, and institutions in gender equality, education and training.
- Knowledge in development theories and approaches, especially social development, child rights, child protection, right-based approach, gender transformative and influencing in development
- Understand the challenging environment and is sensitive to working with government partners stakeholders to get their buy-in and active participation
- Possess strong organizational, computer, and writing skills.
- Ability to function efficiently and effectively with little day-to-day supervision.
- Willingness to travel to the provinces and districts on a frequent basis
- Understand gender, inclusion concepts and facilitate others to link gender equality and child rights across all of Plan's work
- Ability to build internal and external relationships and network

Skills:

- Good interpersonal and strong communication skills in both English and Vietnamese
- Result-oriented
- Multitask management
- Facilitation, Coaching and training
- Analytical and problem solving

- Conflict management
 - Building working relationship and partnership
- 2. Desirable**
- Previous experience with INGO working in multi-working culture, mountainous, ethnic areas and disable people is an advantage.
 - Understanding of Vietnam's current status on child rights, particular to girl rights, and its causes, consequences.
 - Ability to use the recommended applications/tools to design, implement, and monitor on girl rights promotion projects.
 - Understanding of donor's requirements to support PC to be accountable for the donors.

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 at designated project location (Hanoi)
- Based on the agreed working schedule to traveling and working partners' office and other stakeholders

LEVEL OF CONTACT WITH CHILDREN

- Medium level of interaction with children