

## **Program Coordinator Automobile Association of Vietnam (AA Vietnam)**

Location: Vietnam

Type: Full-time

### **About the Role**

AA Vietnam is seeking a Program Coordinator to support the implementation and development of programs in road safety, mobility, and capacity building. The role focuses on coordinating activities, supporting proposal development, liaising with partners, and contributing to reporting and documentation to ensure effective and timely program delivery.

### **Key Responsibilities**

- Coordinate implementation of program activities in line with approved workplans and timelines.
- Support development of project proposals, concept notes, and budgets for fundraising and partnership opportunities.
- Assist with donor research and compilation of information required for funding applications.
- Support organisation of meetings, trainings, workshops, and events (logistics and follow-up).
- Act as a day-to-day contact point for partners, consultants, and implementing entities.
- Support preparation of narrative reports, activity summaries, and required documentation for partners and donors.
- Maintain organised program records, trackers, and contact lists.
- Coordinate collection of basic communications materials (photos, short updates, key outputs).
- Support internal coordination on activity-level budgeting, procurement requests, and administration.

### **Qualifications & Experience**

- Bachelor's degree in a relevant field (international relations, development, transport, communications, or related).
- 3–6 years of experience in program coordination, project support, or similar roles.
- Experience supporting proposal development or donor-funded projects is an advantage.
- Strong organisational, coordination, and communication skills.
- Fluency in Vietnamese and working proficiency in English.

### **How to Apply**

Interested candidates are invited to submit:

- A CV, and
- A short cover letter outlining relevant experience and motivation for the role
- Applications should be sent to Ms. Bui Thanh Huong <[thanhhuong@protec.com.vn](mailto:thanhhuong@protec.com.vn)> with the subject line "Program Coordinator – AA Vietnam" by **31 March 2026**
- Only shortlisted candidates will be contacted.