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JOB DESCRIPTION

JOB TITLE: Program Assistant, Vietnam

JOB GRADE: 18

BUSINESS UNIT: Orbis Global Programmes

EMPLOYMENT TERMS: Limited-Term (Over 6 months) Full-Time

COUNTRY OFFICE/DEPT: Vietnam

APPROVED BY: Ngoc Pham - Country Director

DATE: October 26

JOB SUMMARY

The Program Assistant will provide support to the Program team in the planning, implementation, and evaluation of Orbis Vietnam program/projects as assigned, initially focusing on the project implemented by the National Hospital of Endocrinology. This role requires excellent organizational skills, attention to detail, and the ability to work collaboratively with internal teams and external stakeholders.

LOCATION

Hanoi, Vietnam with regular travel to project sites (40%)

REPORTING & WORKING RELATIONSHIPS

The Program Assistant reports directly to the assigned Program Officer and works closely with various internal and external stakeholders. Internally collaborates closely with the Program Team, MEL Manager, interacts with the Communications and Finance Teams for branding, design, payments, and budgeting and external collaborations include maintaining crucial partnerships with Orbis partners, ensuring effective ongoing support for project/program implementations.

ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

- Assist in developing work plans and budgets in coordination with other Program staff, Country Director, and Operations.
- Support Program team in coordinating and supervising the implementation of projects as assigned.
- Help develop and strengthen partnerships with local partners and key stakeholders, maintaining relationships with relevant authorities.
- Collaborate with other staff to conduct regular field visits to monitor the progress and quality of program/project activities and propose solutions for any problems that arise.
- Work with Monitoring, Evaluation, and Learning (MEL) Manager to update and collect data as needed.
- Assist in checking payment documents received from field staff before submitting them to program and finance departments.
- Draft correspondence and translate documents as required.
- Provide logistics support in organizing training and workshops.
- Assist in the development and dissemination of program materials, such as reports, presentations, and publications.
- Support the organization and facilitation of program-related meetings, workshops, and events.
- Coordinate with vendors and service providers to ensure timely delivery of goods and services for program activities.
- Assist in maintaining program records, including participant databases, meeting minutes, and project documentation.



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- Contribute to the preparation of program progress reports and donor reports.
- Provide administrative support for grant proposal development.
- Assist in conducting research and gathering information on program-related topics as needed.
- Do other tasks as required.

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in a relevant field (e.g., public health, health sciences, international development, social sciences, business administration).
- A minimum of 2-year hands-on experience in program coordination/support or administrative support role
- Strong written and verbal communication skills in English and Vietnamese.

SKILLS & ABILITIES

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and AI for creating professional documents, spreadsheets, and presentations.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Willingness to make regular travel to project sites, estimated time for travel to the field at 40%
- Strong attention to detail and accuracy in data entry and record-keeping.
- Excellent communication skills, both written and verbal.
- Ability to work effectively in a team environment and collaborate with diverse stakeholders.
- Flexibility and adaptability to changing priorities and work demands.

ORBIS VALUES & COMPETENCIES

At Orbis, our values and competencies are central to how we work and grow, both as individuals and as a global organization. These expectations apply to all employees and help ensure that we are aligned in our mission and impact.

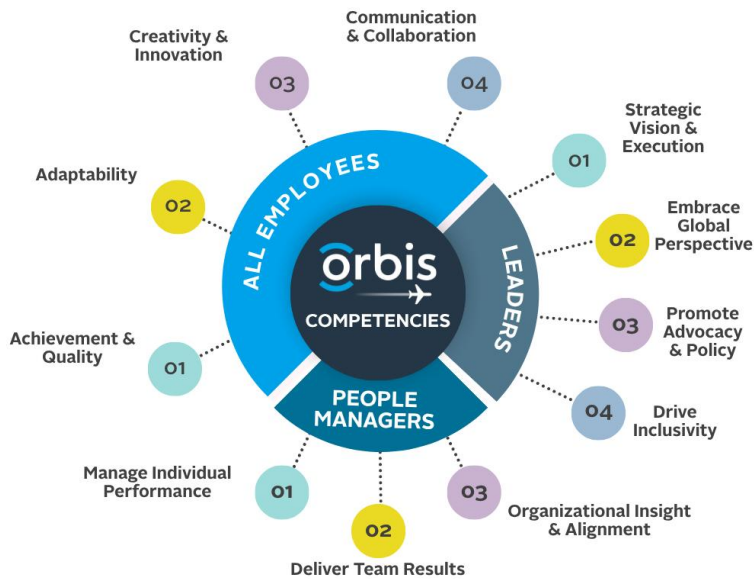
Our Values in Action: We are guided by five values: **Accountability, Commitment, Innovation, Integrity, and Equity**. These values reflect how we engage with our colleagues, partners, and the communities we serve. We expect everyone at Orbis to model these values in daily decisions and behaviors.

Our Competencies in Action: These describe the key skills and behaviors needed to succeed at Orbis. They are used in performance discussions and to support career development across roles.

Competencies	Application
Core	All Employees
People Managers	All roles supervising at least one Orbis employee
Leaders	All roles Grade 24 of higher



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👉 Click here for a quick overview of [our values](#) and [competencies](#)

To learn more about Orbis, go to <http://www.orbis.org>

HOW TO APPLY

Interested candidates are encouraged to apply by clicking on the following link: [Career Center | Recruitment](#)

Application Deadline: Submit your application no later than 17:00 PM on 15 October 2026.

Please note that only shortlisted candidates will be contacted for an interview.

Orbis is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants, regardless of race, color, religion, gender, sexual orientation, disability, veteran status, or any other protected characteristic.

We encourage applications from qualified individuals of all backgrounds, cultures, and communities, particularly those underrepresented in the international nonprofit sector. Orbis is proud to foster an environment where everyone can contribute meaningfully and thrive.

TO BE COMPLETED AND RETURNED TO HIRING MANAGER/HR FOCAL POINT BY GLOBAL HR ONLY AFTER GRADING:	
KF-Architect Job Code:	Date Job Evaluated:
FLSA Classification (US Only) ☐ Exempt ☐ Non-Exempt	Orbis Job Grade: