

**SAVE THE CHILDREN
ROLE PROFILE**

FIELD PROJECT ASSISTANT	
TEAM/PROGRAMME Sponsorship	LOCATION Lao Cai Province
GRADE: C	POST TYPE National
CHILD SAFEGUARDING Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
ROLE PURPOSE Support the Sub-Impact Area Coordinator to manage and ensure implementation of high quality program of SCI, particularly Education; effective Sponsorship Field Operations and productive partnership in Lao Cai.	
SCOPE OF ROLE Reports to: Field Coordinator Number of direct reports: Volunteers and Interns as required.	
KEY AREAS OF ACCOUNTABILITY Essential duties and responsibilities include the following but not limited. Other duties that are in line with relevant skills, experience and role may be assigned by Line Manager and SMT's members. 1) Office Management: <ul style="list-style-type: none"> • Focal person for admin and logistics issues • Coordinate office services (office lease, electricity, water, internet, telephone, stationeries, photocopying and printing, etc.) • Manage office assets and maintenance • Create and maintain filing system • Petty cash 2) Program Implementation <ul style="list-style-type: none"> • Coordinate with partners to implement program activities of high quality, timeliness and cost effectiveness, for an overall goal of the program 'Disadvantaged children are able to fully develop through high-quality and sustainable care and education'; • Manage sub-grants and support partners to maximize the effectiveness of the program; • Support development of MEAL plan (Monitoring, Evaluation, Accountability and Learning) and collaborate with MEAL focal person in implementation of MEAL plan; • Ensure the burn rate strictly followed approved plan monthly, quarterly and yearly. 3) Sponsorship Field Operations <ul style="list-style-type: none"> • Support community orientation, child enrolment, child eligibility tracking following Child Information • Management Plan and coordination of Sponsorship operation focal person • Support communications between sponsors and sponsored children in coordination with Sponsorship Communication focal person 4) Others <ul style="list-style-type: none"> • Other tasks as assigned by Line Manager 	
SKILLS AND BEHAVIOURS (our Values in Practice) Accountability: <ul style="list-style-type: none"> • Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values; • Holds the team and partners accountable to deliver on their responsibilities, giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve 	

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performance and applying appropriate consequences when results are not achieved;

- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same;
- Widely shares their personal vision for Save the Children, engages and motivates others;
- Future oriented, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters;
- Values diversity, sees it as a source of competitive strength;
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions;
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency;
- Always acts in the best interests of children.

QUALIFICATIONS AND EXPERIENCE

Essential

- University degree in social science, development studies, business administration, or a related field;
- Good organization, communication and facilitation skills;
- Experience with government counterparts and community-based programs;
- Computer literate with strong computer skills in MS Office and other communications applications;
- Good written and oral communication in both Vietnamese and English;
- Willing to travel to the field.

Desirable

- Experience in communications including taking photos, writing and development of communication materials.
- Field-based working experience with ethnic minorities

EQUAL OPPORTUNITIES

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity and Inclusion policies and procedures.

HEALTH AND SAFETY

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

ADDITIONAL JOB RESPONSIBILITIES

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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