JOB DESCRIPTION - ASSISTANT PROJECT MANAGER

Post title: Assistant Project Manager (APM)
Post level: Administrative Assistant
Reporting line: National Project Manager
Contract: Fixed-term, full time

Job purpose:
- Assist NPM in synthesizing various sources of information provided by component staff, monitoring and supporting the timely and quality implementation of component activities.
- Assist NPM in organizing activities that require the coordination of various project staff and consultants and involve a number of concerned parties, e.g. recruitment, goods and services bidding/procurement, project events etc.
- Assist NPM in organizing, monitoring and ensuring the smoothness of PMU administrative activities (document filing system, PMU logistic requirements etc.).

Duties and responsibilities:

1. Organize the implementation of PMU administrative activities.
2. Be focal point for receiving and dispatching PMU incoming/outgoing correspondence.
3. Guide and update PMU staff on administrative processes and formalities as stipulated by the Vietnamese government and donors.
4. Assist NPM in synthesizing annual, quarterly, monthly and weekly workplan of the components and incorporating to a comprehensive project workplan; serve as focal point for coordinating planned activities and monitoring the progress.
5. Assist NPM in monitoring the working time of project staff and consultants.
6. Maintain and ensure the work contacts with government agencies and donors. Coordinate with component staff in organizing meetings between project consultants and individuals/organizations.
7. Establish and maintain PMU internal information exchange system, in charge of developing and maintaining PMU project management related material archive system.
8. Take the major responsibility in planning and coordinating the organization of project meetings, workshops, conferences, training courses and other events. Be in charge of minute taking for PMU meetings.
9. Coordinate with the Communications Officer in communications activities on project progress and achievements.
10. Administer and monitor the work of the receptionist and drivers.
11. Perform other duties as assigned by NPM.
Qualification requirements

- University degree in business administration, English, or economics.
- Minimum of 5 years experience with foreign projects or international organizations, work experience with development projects is an advantage.
- Knowledge and skills on administrative and secretarial works.
- Fluent command of English, good interpretation skills.
- Knowledge of agriculture and rural development area, its institutional and organizational structure, functions and responsibilities is an asset.
- Planning, progress report and minute writing skills.
- Excellent organizational skills
- Excellent communication skills
- Ability to work independently and coordinate well in team
- Problem solving skills
- Competence in computer and office softwares (MS office applications: Excel, Power point, …)