



Position Description Program Assistant

(2 positions open)
September 2018

Program Assistants will report directly to the Program/Project Coordinators. These positions are **local** (not expat), **contract** positions to end in January 2020, with the option for renewal pending funding availability. These positions are to be based in Long Xuyen, An Giang.

Deadline to apply: October 31, 2018

Key Responsibilities

- Responsible for the implementation of programs to achieve goals, objectives and targets and within budget
- Lead the implementation of the organization's human trafficking prevention activities at project sites; provide direct services and support to program beneficiaries
- Conduct workshops/activities to raise human trafficking awareness in factories, communities, schools, etc.
- In charge of data collection for the preparation and submission of periodic and final reports
- Assist in planning curricula of human trafficking awareness for multiple target populations
- Keep track of documentation and reporting of program implementation, databases, report preparation
- Assist in submission of periodic and final program reports
- Provide program and logistical support to Program Coordinators and Managers
- Liaise with counterparts to communicate program requirements and collect reports
- Up to 30% of travel; work will involve evenings and weekends

Qualifications

- Minimum of 2 years (full time) of grassroots or nonprofit/NGO experience and prior experience on advocacy, empowerment and capacity building activities, skills and project management preferred. If you do not meet this requirement, please consider applying to our 6-month internship program.
- Proven experience in working in remote areas and ability to undertake frequent, tough travel conditions; willingness to work the hours necessary to get the job done including weekends and holidays
- Strong coordination, facilitation and organizational skills
- Excellent oral and written communication skills
- Excellent computer skills including MS Office
- Technology-oriented
- Fluent in Vietnamese; English level at IELTS 6.0 level
- Ability to work and prosper in a team environment
- Impressive attention to detail
- Ethical and accountable
- Bachelor degree required
- Women are encouraged to apply

Benefits & Compensation

- Compensation will be commensurate with experience
- Support to attend training programs as part of staff development
- Accommodations in Long Xuyen, An Giang

About Pacific Links Foundation

Pacific Links Foundation (PALS or in Vietnamese, *Vòng Tay Thái Bình*) is a US-based 501(c)(3) public charity whose mission is to support the sustainable development of Vietnamese communities and the enrichment of their cultural heritage. PALS launched counter human trafficking programs in 2005 in the remote border regions of Vietnam. PALS' counter-trafficking work is school-based, factory-based, and community-based, and accomplished

with the support from local and international partners and funders/donors. We are a hard working team with all team members as donors to our organization. PALS offers tremendous opportunities to learn, grow and lead for our team members. www.pacificlinks.org

Please send your resume and cover letter describing your qualifications and fit with position to jobs@pacificlinks.org

Subject/Title of email should include: Program Assistant Position