

JOB DESCRIPTION

Title:	Project Assistant
Reporting to:	Project Officers “Local Solutions for Plastic Pollution” Project; Project Coordinator
Workplace:	Hanoi, with travels to project sites
Terms:	1 year (6-month performance review)
Supervises:	Project Officers; Project Coordinator
Relates to:	Project Manager

I. Background

The Centre for Supporting Green Development (GreenHub) is a Vietnamese, civil society organization under the Vietnam Union of Science and Technology Associations (Vusta) with oversight by the Ministry of Science & Technology, and with an CSO Registration Number A-1555. GreenHub’s Vision is the green development of Vietnam, and its mission is to connect communities and resources to embrace green lifestyle practices, sustainable production and nature conservation.

The “Local Solutions for Plastic Pollution” (LSPP) funded by the USAID addresses the challenges faced by local communities in overcoming the negative environmental health impacts caused by plastics pollution which is increasing in Vietnam. Vietnam is listed as 1 of the top 5 plastic waste polluters of the world’s oceans, discharging 0.28 – 0.73 million tons annually. While plastics pollution is increasingly receiving policy attention at the national level, local empowerment of actors at the local level is needed to collaborate, take collective action, change behaviors and advocate for policies based on solid environmental, health and community evidence. To develop and sustain solutions, the use of information technology is essential. However, there is no central or local initiative or internet-based platform on plastics pollution and its environmental health impacts in Vietnam for actors to interact and network, nor mobile solutions (mHealth) to deliver environmental health education, reliable plastic waste community information, and support collective action to prioritize action, create and share online solutions. The ‘Local Solutions for Plastic Pollution’ project activities aim to empower local communities to reduce plastics pollution by building collective action from the ground up by creating, strengthening and uniting networks, communities and individuals in Hanoi, Ha Long (Quang Ninh), Da Nang, and Hoi An (Quang Nam). The project duration is August 2020 - July 2023 and implemented by GreenHub, the Institute of Strategy and Policy on Natural Resources and Environment (MONRE), Hanoi University of Public Health, and Global Integrated Management System Company Limited (GIMASYS).

GreenHub is seeking candidates that have passion in environment and inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in project results. Project Assistant will play an instrumental role in providing mainly technical support in terms of project implementation to the project team.

Details of assigned tasks are as follows:

II. Job Description

1. Monitoring, Evaluation and Learning (MEL) – Assistant (50%)

The MEL assistant will support MEL Specialist to apply the approved project Planning, Monitoring and Evaluation and Learning (MEL) framework, and overseeing the MEL activities throughout project life in synergy with the development and application of organization MEL system. The MEL assistant will support to undertake program monitoring and reporting over the life of the project against: (i) The MEL Results Framework & Indicator Targets (monthly and quarterly); and (ii) The Implementation Plan and Report (monthly quarterly), in compliance with GreenHub and USAID requirements.

Project Monitoring and Evaluation: Support to monitor the M&E plan and the progress of the project in accordance with project approved proposal and workplans in compliance with GreenHub and USAID requirements, including:

- Develop and apply a monitoring, evaluation and learning framework for the project.
- Provide guidance and capacity building for project officers and selected partners on issues related to M&E. Support colleagues to embed MEL systems and processes in their work as well as gather evidence, encourage best practice and share learning to improve effectiveness.
- Facilitate monitoring and evaluation activities, including baselines, end-line, developing key indicators and overseeing MEL activities throughout project life, data collection and stakeholder reporting.
- Check the progress and results relating to the project implementation with colleagues and partners, and shall inform or issue a remind note when there is a delay or a failure/ potential failure.
- Develop the standard procedures and made necessary adjustments and update to ensure that data is gathered in a technically sound manner, is consistent and can be compared throughout the project life.
- Collect evidences of results (quantitative and qualitative) relating to project activities, output, outcomes and impacts from technical staff and partners to update the system and perform analysis
- Coordinate internal review or internal evaluation of progress towards achieving the project objectives annually and anytime (if needed)
- Prepare weekly and monthly reports, support for development of quarterly reports and annual reports according the requirement of USAID and GreenHub
- Advise on and support project evaluations formulated within a framework that demonstrates evidence based best practice whilst identifying outcomes and impact.

Learning and Knowledge Management:

MEL assistant supports to:

- Develop a learning, documentation and knowledge management plan that can be translated into concrete actions;
- Document and disseminate insights in relation to project concept and good practices both from Partners and other alliance's members;
- Provide data entry back up for Program Officers as deadlines and conflicting priorities dictate;
- Liaise with other project officers to provide results, learnings, and sector-specific data as needed for project planning cycles and strengthening; to stay engaged with all project developments, working as a team on process outcomes, and to integrate learnings from best practices

2. Project Assistant (50%)

- Provide support to Project Coordinator and Program Officers in the implementation and monitoring of project activities
- Weekly update (main tasks) with Project Coordinator and other team members about progress, which outputs/field of tasks that the position and others are working. Ensure weekly meetings with the team members.
- Monthly update on work-plan, results and progress. Based on: projects documents, implementation work-plan, monitoring sheets and budget reports (if available).

- Calendar update/ follow-up on the progress, results (within 1 week).
- Collaborate with Project Admin Assistant for logistical support and liaise with partners to arrange meetings, trainings, workshops, field trips and other travel
- Coordinate with administrative team to arrange travel for project staff, consultants and visitors
- Take notes at meetings and workshops and prepare/distribute minutes in a timely manner;
- Format project documents and presentations
- Assist in interpretation and translation of project documents and materials
- Organize, assemble, and distribute reports, communication and advocacy materials, and other documents
- Train staff in meeting logistics such as calling into conference lines, meeting bookings
- Provide other support as required from Project Coordinator

3. Managing cross-functions activities

- Cooperate and consult relevant partners/ departments to solve any problem/ conflict or to proceed any relevant initiatives/ requests.
- Coordinate with project staffs and colleagues for initiatives of the best technical support/practice for GreenHub
- Explore new ideas, opportunities and partnerships for program and organization development
- Think beyond the project framework and creatively about new ways to support GreenHub's mission in the journey of sustainable development

III. Requirements

Technical Skills Needed

- At least a Bachelor's degree in science, environment, development, social, education or related fields.
- At least 1 year of project implementation, and experience with project assistant.
- Work experience in environment, education, development or relevant works.
- A deep passion for environment sustainability and development

Personal Qualities Needed

- Strong facilitation, communication and partnership skills
- Good teamwork skills
- Good social media skills
- Good networking skills with diverse stakeholders (NGOs, government, etc.)
- Enthusiastic, honest and trustworthy
- Ability to prioritize with minimal supervision and work independently as well as function as a member of a team
- Ability to work in an adaptive and flexible way
- Good reading/writing skills in English and Vietnamese
- Good computer skills – Microsoft Word, Excel and Power Point

IV. How to apply

Interested candidates with the right qualifications and motivation are invited to send letter of interest, a full CV in English to the following email address: Ms. Thuy Linh at admin@greenhub.org.vn and copy to Ms. Ta Linh Chi at: chi.ta@greenhub.org.vn with subject line of “**LSPP_Project Assistant _your full name**” no later than **31 January, 2021**.

Only shortlisted candidates will be contacted for interview. The recruitment will be proceeded in a rolling basis.