



Vacancy Announcement

Deadline for Submission: December 15, 2015

Program Assistant (02 positions)

I. Job Description

- Support the implementation of organization's HT prevention activities at project sites; provide direct services and support to program beneficiaries
- Keep track of documentation and reporting of program implementation, databases, preparation
- Assist in submission of periodic and final program reports
- In charge of database entry, search and maintenance
- Provide program and logistical support to Program Coordinators and Managers
- This position will be based in Long Xuyen, An Giang, Vietnam with frequent travel throughout the country. Local hire position. Only for Vietnamese nationals or those already with permit to work in Vietnam.

II. Qualifications

- Bachelor's degree with minimum of 2 years experience working in a nonprofit/NGO setting
- Good level of computer literacy: 'B' level or higher
- Fluency in Vietnamese – reading and writing at college level
- Fluency in English: 'C' level or equivalent
- Experience in social work or work involving vulnerable populations living in remote areas
- Ability to travel frequently and to endure tough travel conditions in remote areas
- Ability to operate in a high energy work environment
- Ability to balance multiple priorities effectively
- Demonstrate willingness to learn and improve relevant skills
- Excellent verbal and written communication skills for both internal and external correspondence
- Teamwork-oriented, proactive and demonstrated ability to work independently and under pressure
- Strong attention to detail and ability to be careful and discreet with confidential information
- Strong commitment on advocacy work for women and children's rights through empowerment and capacity building efforts

III. About Pacific Links Foundation:

Pacific Links Foundation leads counter-trafficking efforts at the frontiers of Vietnam by investing comprehensively in at-risk youths to prevent trafficking before it starts, and in survivors to help them reclaim their lives. We work in the provinces bordering Cambodia, China, and Laos. Our multi-pronged, grassroots anti-trafficking initiatives include: **(1) prevention services** for populations living in trafficking hotspots to empower through education and knowledge; **(2) protection services** for trafficking survivors to empower through self-confidence and independence; and **(3) partnerships** for long-term solutions through collaborations to prevent trafficking in school-based, factory-based, and community-based settings. [http:// www.pacificlinks.org](http://www.pacificlinks.org)

Pacific Links Foundation (Vòng Tay Thái Bình) is a 501(c)(3) US public charity whose mission is to support the sustainable development of Vietnamese communities and the enrichment of their cultural heritage. Pacific Links Foundation is a volunteer-based organization with a working Board of Directors.

Qualified and interested candidates are encouraged to send a resume or CV and cover letter IN ENGLISH explaining why you would be the best fit for this position. Please email jobs@pacificlinks.org and put "Program Assistant" in the subject line.

Only those applicants that are selected for further discussions will be contacted. Thank you.