



## JOB TITLE: PROGRAM ASSISTANT- HEALTH

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### ABOUT US

**Lawrence S. Ting Foundation (LSTF)** was established in 2005 as a local non-profit and non-government organization in Vietnam. So far, it has supported about 1.8 million underprivileged people across the whole country. LSTF mainly provides services and support in the education and health sectors to people in need. Its major works include scholarship and life skills training for disadvantaged students, IT equipment provision for schools, capacity building for teachers, wheelchair distribution for people with disabilities, and so on. Find more information from our website: [lstf.org.vn](http://lstf.org.vn)

Now, we are looking for a Health Program Assistant to carry out health related projects/initiatives.

### JOB DESCRIPTION

#### 1. WORKING CONTEXT

- **Location:** Ho Chi Minh City with travels to the fields as required.
- **Job type:** Full-time
- **Report to:** Healthcare Program Officer
- **Job level:** Entry-level

#### 2. JOB PURPOSE SUMMARY

The Health Program Assistant will support the Health Project Officer in managing all aspects of the health-related projects/initiatives, and ensure activities are implemented according to defined scope, schedule and quality.

#### 3. MAIN ROLES & RESPONSIBILITIES

##### 1) Program Implementation:

- Serve as the contact point to liaise and discuss with project partners for assistive devices distribution and other health projects, including communicating on issues related to applications, distribution and arrange project activities.
- Coordinate with volunteer team to review application materials for accuracy and completeness.
- Maintain proper documentation; manage and regularly update project progress.
- Assist to conduct research to strengthen contextual understanding for projects.
- Provide administrative and logistic support for all activities under healthcare (such as preparing logistic arrangements for field trips.)
- Follow up activity implementation to comply with internal policies and procedure.

##### 2) Financial management & others:

- Perform standardized finance procedures to implement activities; collecting valid receipts with high level of integrity.



- Support in monitoring spending plans, and work plans on a regular basis.
- Ensure the financial reimbursement on time with clear records.
- Collaborate with colleagues in developing communications materials to promote health projects;
- Perform other tasks as required by supervisor.

#### **4. QUALIFICATIONS & EXPERIENCES**

- College/University degree in Social Sciences or Public Health-related.
- Minimum 1 year of experience working in the NGO/charity sector to engage with local authorities.

#### **Essential skills and competencies**

- Fluency in written and spoken English and Vietnamese.
- Experience in programme/project implementation.
- Work on own initiative with minimum supervision and to stay on task.
- Good skills in competing priorities and work under pressure.
- Highly organised with reliable attention to details.
- Good computer skills; MS office.
- Good communication skills.
- Carefulness, accountable, adaptability and confidentiality;

#### **Desirable skills and competencies**

- Experience in disability projects is an asset.
- Experience in basic research in data collection.

#### **WHAT WE CAN OFFER**

- Comprehensive compensation and benefits;
- Dynamic and learning working environment;
- A culture of thriving for excellence and creative thinking.

#### **HOW TO APPLY**

Please send your CV and the cover letter in English with email subject “ **Application for Health Program Assistant -candidate full name**” to [admin@lstf.org.vn](mailto:admin@lstf.org.vn). Please note that applications will be reviewed on a rolling basis and the position will remain open until filled. We sincerely appreciate your interesting in this job opportunity but only shortlisted candidates will be invited for an interview.