

Monitoring & Evaluation Assistant

Duty Station: Vietnam (Hanoi or Ho Chi Minh City)

Status: Permanent

Application due: 5.00 PM on 14 April 2017

Summary:

The Monitoring & Evaluation Assistant role reports directly to the Monitoring & Evaluation Manager. The responsibilities listed below are inclusive, but not exhaustive, of the role. It is reasonable to assume that additional tasks will be requested, as and when needed.

Appraised:

This role will be appraised by the Monitoring & Evaluation Manager. Every effort should be made by the position holder to record achievements throughout the year in order to document appropriately, as supporting evidence, on AIP Foundation's annual appraisal form.

Point person for: Monitoring & Evaluation (M&E) support

Responsibilities

- Data collection
 - Coordinate and implement the helmet observation activities in 17 provinces in Vietnam under national action plan on child helmet use
- M&E Procedures
 - Draft data collection tools and data entry form
 - Support the process of the standardized tools and templates
- Data management
 - Support Junior M&E Manager to maintain project monitoring database
 - Support programs and development to access monitoring data
 - Provide technical support to resolve ActivityInfo bug reports
 - Update operational procedures for ActivityInfo databases, as needed
 - Support Programs team to develop network of volunteers for data collection in Ho Chi Minh City

- Knowledge management
 - Maintain datasets from external road safety and population surveillance
 - Add new, relevant research and notes to reference management software (Zotero)
 - Check quality and completeness of new entries in Zotero

- Other
 - Translate documents and write summaries in Vietnamese for M&E team per request
 - Participate in internal M&E meetings, and write and distribute meeting minutes
 - Support Junior and Regional M&E Managers to maintain M&E folder on server
 - Manage M&E workspace in Podio
 - Other tasks, as requested by the Junior M&E Manager

Qualifications:

- University degree
- Excellent written and verbal English
- Ability to prioritize whilst managing expectations
- Flexible attitude
- Excellent communication & organization skills
- Commitment to AIP Foundation’s mission, vision and core values
- A dynamic and professional individual with initiative
- Honest and trustworthy

Contact and Deadline

The position will be hired locally. Vietnamese nationals with strong English skills are strongly encouraged to apply. International applicants are welcome, but relocation assistance is unavailable.

Applications are due April 14, 2017. However, please note that due to the urgency to fill the position, applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit a one-page cover letter, maximum two-page CV/resume, and three references with current email addresses and telephone numbers to our email: jobsvietnam@aipf-vietnam.org

We will inform you before contacting your references.

All applications will be carefully vetted, including working history and background checks.

Please do not contact by phone.

About AIP Foundation

The Asia Injury Prevention Foundation (AIP Foundation) is a U.S. registered 501 (c)(3) non-profit organization addressing the pervasive and devastating rate of road traffic crash injuries and fatalities in developing countries through a holistic set of programs, with a particular focus on helmet use. Our pillared strategy includes helmet provision (manufacturing, selling, and supplying helmets); public awareness campaigns; school-based and targeted population campaigns; technical assistance, particularly focused on legislative advocacy and helmet standards; and research, monitoring, and evaluation. Currently, AIP Foundation has a 50-person staff with offices in Hanoi and Ho Chi Minh City, Vietnam; Phnom Penh, Cambodia; Bangkok, Thailand; and Chengdu, China. In addition, we also guide initiatives in Uganda and Tanzania, among others. AIP Foundation funders and partners include a wide variety of public and private donors, including the U.S. Centers for Disease Control and Prevention, FIA Foundation, Atlantic Philanthropies, Safe Kids Worldwide, UPS, FedEx, Intel, Johnson & Johnson, and local government agencies. For additional information, please visit <http://aip-foundation.org/>