



KOTO is a not-for-profit social enterprise that empowers at-risk and disadvantaged youth in Vietnam through its holistic training program.

JOB DESCRIPTION

Job Title: Assistant to Foundation Director

Location: KOTO Training Centre in Phat Tich, Tien Du, Bac Ninh

Reports to: Foundation Director

Contract Type: Full-time

Job Summary:

The Assistant to Foundation Director plays a key role in providing comprehensive administrative and operational support to the Foundation Director. This position ensures that the Foundation's initiatives are executed efficiently and effectively, with a focus on timely execution and alignment with strategic goals. The Assistant will also develop and implement systems for Monitoring & Evaluation (M&E), and support the Director in day-to-day activities.

Key Responsibilities:

1. Support Foundation Director in Initiative Implementation:
 - Assist the Foundation Director in ensuring that all Foundation initiatives are carried out thoroughly and on schedule.
 - Monitor the progress of various projects, ensuring milestones and targets are achieved in a timely manner.
 - Proactively identify and resolve issues that may hinder the successful implementation of projects.
 - Coordinate with team members and external stakeholders to ensure projects are aligned and efficiently executed.
2. Provide Administrative Support:
 - Offer daily administrative assistance to the Foundation Director, including managing calendars, scheduling meetings, and handling communications.
 - Prepare and review reports, presentations, and other materials for meetings and key events.
 - Organize travel arrangements, accommodations, and itineraries for the Foundation Director as required.
 - Maintain an organized filing system and ensure all documents are updated and accessible.
 - Assist in managing project budgets and financial reporting when necessary.
3. Develop and Implement M&E Systems:
 - Execute Regular Surveys: Conduct regular surveys to meet operational, donor, and grant requirements.
 - Data Analysis and Reporting: Analyze survey results, write reports after each survey, and collaborate with key stakeholders to develop an action plan for the Foundation Director's review and approval.
 - Data Storage and Access: Ensure that data is properly stored in an organized manner and is easily accessible.
 - Track Trends: Track trends across classes and across the training center, and provide detailed



KOTO is a not-for-profit social enterprise that empowers at-risk and disadvantaged youth in Vietnam through its holistic training program.

reports to the management team.

- Manage Trainee Profile Data: Oversee and manage the data for trainee profiles, ensuring it is accurate and up to date.
- 4. Additional Support as Required:
 - Assist in organizing events, workshops, and seminars as needed by the Foundation Director.
 - Prepare and manage documentation for external communications, reports, and stakeholder engagement activities.
 - Contribute to the development of new strategies and proposals for upcoming initiatives.

Qualifications and Requirements:

- Bachelor's degree in a relevant field (e.g., Business Administration, Nonprofit Management, Social Sciences).
- Proven experience in administrative support or project coordination (preferably in a nonprofit or similar sector).
- A proactive and growth-minded individual with the potential to develop positive working relationships with unit supervisors and team members.
- Strong organizational skills with exceptional attention to detail.
- Excellent written and verbal communication skills in both English and Vietnamese.
- Ability to prioritize, manage multiple tasks, and meet deadlines effectively.
- Experience in developing and managing M&E systems is an advantage.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Ability to work independently and collaborate effectively within a team.
- High degree of discretion and confidentiality in handling sensitive information.

WORKING CONDITIONS AND BENEFITS:

Work Hours: Your regular work hours will be from 9:00 AM to 4:30 PM, Monday through Friday, at the KOTO Training Centre in Phat Tich, Tien Du, Bac Ninh.

Transportation: The company provides a bus service to pick up staff from Hong Tien Street, Long Bien, Hanoi, and transport them to the Training Centre.

Professional Growth: You will have the valuable opportunity to collaborate closely with an experienced line manager, fellow staff members, foreign volunteers, and experts.

Supportive Work Environment: We cultivate a compassionate and supportive work environment that prioritizes the well-being and professional development of our team members.

How to Apply:

Interested candidates should submit their resume and a cover letter outlining their relevant experience and motivation for applying to: chi.duong@koto.com.au

KOTO is committed to diversity and inclusion and encourages all qualified candidates to apply, regardless of gender, ethnicity, or background.

