



VACANCY ANNOUNCEMENT

Administrative and Finance Assistant

Coordinating Office in Hanoi

VECO Vietnam is one of the 8 regional and country offices in Africa, Latin America and Asia of Vredeseilanden, a Belgian NGO for assistance in development.

VECO Vietnam wants to contribute to viable livelihoods of organized family farmers. We choose family farmers as the starting point in the pursuit of our vision and mission. We carry out our program through sustainable agriculture chain development (SACD).

We are looking for a dynamic and motivated Vietnamese national for the position of **Administrative and Finance Assistant** based in Coordinating Office in Hanoi. The **purpose** of the position is to provide administrative, operational and logistical support to contribute to effective functioning of VECO Vietnam.

The applicants should have the following qualifications:

- University Degree in Business Administration/Language or other related fields;
- At least 1 year in administration, preferably in international development organization(s);
- Experience in an international environment;
- Flexible, ability to work quickly and accurately under pressure or stressful conditions;
- Good communication skills in general and good cross-cultural communication;
- Good listening skills and Interpersonal skills;
- Is well organized and respects deadlines;
- Ability to work independently and in team;
- Fluent in English and Vietnamese, both written and spoken.

Interested applicants could view the detailed job description in the VECO Vietnam website:

<http://www.vecovietnam.org.vn>

Letter of application with a photograph and detailed CV should be received on or before December 05, 2010 by:

Do Thu Phuong
#12 Lane 535/2, Kim Ma Street
Hanoi

or e-mail to: phuongdo@vecovietnam.org.vn

Only short-listed candidates will be invited for an interview.