

Recruitment Notice

Title:	Administration & Communications Manager
Location:	Hanoi, Vietnam
Organization:	Vietnam Green Building Council (Green Cities Fund)
Start date:	March 2013
Reporting to:	Executive Director

The Vietnam Green Building Council ([VGBC](http://www.vgbc.org.vn)) is a project of the Green Cities Fund, Inc. (GCF), an international non-governmental organisation based in Oakland, California. VGBC is a non-profit project and functions solely to build up a green construction environment in Vietnam. We aim to be the focal point for academia, government, and the private sector while defining green building metrics to drive market transformation.

We are looking for a suitable candidate for the position of Administration & Communications Manager based in Hanoi office. Please find below for position details.

1. Job Summary:

- To manage daily office operations
- To write, translate, publish and manage VGBC internal and external resources.
- To manage the membership programme
- To manage fund raising activities

2. Tasks and responsibilities:

- **Communication**
 - Write and publish the VGBC monthly newsletter or other requested articles
 - Make presentations /VGBC representations at workshops/events
 - Manage and maintain the VGBC website
 - Manage online, digital and paper documentation
 - Manage the translation and publication of AdaptNet newsletter
- **Membership program**
 - Manage the VGBC membership program
 - Identify potential members and enrol new members
 - Ensure timely membership renewal process
- **Office administration**
 - Manage general office management (including utilities, landlord, suppliers etc...)
 - Manage petty cash and provide support to the Executive Director
 - Co-ordinate with PACCOM to ensure timely reporting and required administrative procedures
 - Process applications for internship and volunteer programme and respond to inquiries follow-up
 - Organise events and workshops

- Fund raising
 - Identify fund raising opportunities
 - Write and follow up proposals

3. Qualifications:

- Interest in sustainable development issues, urbanism and climate change
- Tertiary degree in English, Journalism or Business Administration with 3+ years of experience in the same position
- Excellent skills in basic Microsoft package and web management would be a strong asset
- Excellent organisational skills
- Independent, pro-active and creative
- Fluent in spoken and written English

Salary and benefits: Negotiable

Interested candidates are invited to send **CV and a letter of interest** via email to: van.kieu@vgbc.org.vn by 31 March 2013. Your letter of interest should describe your future personal/work goals and your interests. We regret that only shortlisted candidates will be contacted for interviews.

To learn more about our projects and activities, please go to: www.vgbc.org.vn

Vietnam Green Building Council is an equal opportunity employer.