

Administrator position available at the Vietnam Initiative for Energy Transition think tank March 2021

*We are seeking to hire at the earliest possible starting date an **Administrator** for the **Vietnam Initiative for Energy Transition Social Enterprise (VIET)**, to strengthen the positioning of the organisation as a broadly recognised centre for know-how and dialogue platform on energy system transformation in Vietnam.*








About the Vietnam Initiative for Energy Transition

The **Vietnam Initiative for Energy Transition (VIET)** is an independent think tank with the mission to accelerate the Energy Transition process in Vietnam towards a low carbon economy based on renewable energy sources and energy efficiency.

Our main objective is to deliver fact-based analysis on key drivers for the energy transition and provide a platform for discussions on technological, economic and policy aspects of the Vietnamese energy sector. We also focus on broader information and communication exchange towards the public and policy dialogues. Created in August 2018, we are the first independent think tank in Vietnam specialized in the energy transition and climate protection.

Job description: Administrator

Organization architect role:

-  Perform general administrative and legal issues to ensure the office operate smoothly and in accordance with legal regulations of Vietnam;
-  Participate in coordination, event organization of the company;
-  Participate in writing reports (financial statements, operational reports) of the company;
-  Assist the Leaders to establish and maintain relationship and to formulate working programs with relevant Government authorities and Donors in order to seek for opportunities to participate in funded projects;
-  Assist the Accounting Department in any administrative issues; Support in prepare proposals, contracts, following-up bidding process until contract concluded;
-  In charge of documentation storage (in soft and hard copies);
-  In charge of purchasing equipment, materials for offices.

- ✧ In charge of preparing for mission outside of Hanoi (meeting confirmation with stakeholders, flight tickets, hotel booking, transport, mission order, reimbursement...)
- ✧ In charge of organizing social activities, team building activities for the company.

Human resources officer role:

- ✧ Contribute in searches for new talents; responsible to recruit and manage human resource both locally and overseas;
- ✧ Preparing the hiring process and recruitment reporting (for staffs and external consultants).
- ✧ Handling pay and benefits, and work schedules.

Benefit

- ✧ Work in an international environment;
- ✧ Opportunities to be trained professionally on energy fields;
- ✧ Monthly salary: competitive (based on direct negotiation and allocated works).

Preferred Qualifications and Skills

- ✧ A Vietnamese manager with formal business administration training and over five years of working experience;
- ✧ Experience with projects involving the private sector and international donors;
- ✧ In-depth understanding of the Vietnamese business rules for an LLC company;
- ✧ Experience with social enterprise or the energy sector is a plus;
- ✧ Significant experience using a professional accounting software;
- ✧ Good English.

How to apply

The position is based in Hanoi. Term of contract is 12 months full time after 01 months' probation period, with a possible extension depending on results. The position is available immediately. The selection process is competitive. Shortlisted candidates will get opportunities to meet with the team and VIET's leaders.

Application deadline: 15 April 2021

Interested candidates are invited to send their applications (including a cover letter, a CV describing your relevant experience and availability to start, 2-3 writing samples and other supporting documents) to erecruit.helpdesk@vietse.vn