

## JOB DESCRIPTION

<b>Position title:</b>	Thua Thien Hue Project Admin Officer, USAID Viet Nam Biodiversity Conservation program
<b>Reports to:</b>	Thua Thien Hue Provincial Coordinator, USAID Viet Nam Biodiversity Conservation program
<b>Technical report to:</b>	Admin Coordinator, USAID Viet Nam Biodiversity Conservation program
<b>Duration:</b>	May 2023 – July 2025
<b>Location:</b>	Hue, Viet Nam
<b>Date:</b>	April 2023

### Background

WWF was one of the first International non-government organizations working in Viet Nam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>.

WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

The “USAID Biodiversity Conservation” (BCA) is a 5 year program starting from July 2020 to July 2025. The project aims to maintain and increase forest quality as well as protect and stabilize wildlife populations in five high conservation value provinces (Quang Binh, Quang Nam, Thua Thien Hue, Quang Tri, and Lam Dong). The project targets ten special use forests and at least five protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species.

### II. Major Functions:

The Thua Thien Hue Project Admin Officer reports to Thua Thien Hue Provincial Coordinator and he/she supports the daily coordination of all BCA activities implemented in the target areas of Thua Thien Hue province. The role works in close cooperation with the Thua Thien Hue project office, Provincial Project Management Unit (PPMU), implementing partners and other relevant stakeholders.

Under the supervision of Thua Thien Hue provincial coordinator, the Project Admin is responsible for providing assistance in various administrative aspects as well as partly provide technical support to the project team in of Thua Thien Hue province to ensure the compliance with operations systems, policies and procedures of WWF-Viet Nam, as well as USAID donor. In addition to daily routine, he/she is also tasked to assist the staff of Thua Thien Hue project in those interpretation and translation related assignments.

### III. Major Duties and Responsibilities:

- Arrange logistics for events and meetings, press conferences and press trips held in Thua Thien Hue province to ensure that they are properly organized and conducted.
- Coordinate the organization of national and international travel including booking vehicles and accommodation, arranging visas project staff.
- Support procurement and handover of office equipment, field equipment and assets under the guidance of Procurement or Finance project team.
- Be responsible for monitoring project equipment/supplies in Thua Thien Hue project office and update project’s fixed assets register accordingly to be in line with WWF and Donor’s requirements.
- Conduct primary check and review all related invoices, receipts, supporting documents of project activities to ensure accurateness and compliance with policies and procedures.
- Support Thua Thien Hue provincial coordinator in coordinating plan and implementation of activity as well as support in preparing reports.
- Assist Thua Thien Hue provincial coordinator in development of contract, keep tracking and update on its execution.
- Support Thua Thien Hue project staff in translation/ interpretation when required.
- Support project teams to prepare for annual internal and external audits when required.
- Prepare letters, documents, and correspondence to local partners and authority.
- General filing and archive management for the project.
- Other tasks as required.



#### **IV. Profile:**

##### **Required Qualifications and Experience**

- Bachelor's degree in English, social sciences, business administration, business management or in relevant fields.
- 3-5 years of experience as a project admin./assistance.
- Basic knowledge of environmental and conservation issues in Viet Nam is an advantage.
- Good knowledge of administration process of visa, work permit, office license, etc.
- Experience working in international organizations and in working or liaison with GO and NGO bodies is an advantage.
- Good understanding of normal practices in non-profit organizations.
- Good knowledge of all office systems.
- Working experience in Thua Thien Hue is an advantage.

##### **Required Skills and Competencies**

- Can-do attitude and result-oriented communication mind-set; Ability to multi tasks.
- Organizing/ planning, time management, negotiation, and problem-solving skills.
- Detail focus, enthusiastic, friendly, and careful.
- Networking and interpersonal skills.
- Fluency in written and spoken English.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Adheres to WWF's brand values: Knowledgeable, Optimistic, Determined and Engaging.

#### **V. Working Relationships:**

- Internal: Work closely with finance and HR teams. Interact with admin teams of other field offices. Engage with and support WWF Viet Nam staff.
- External: Interact regularly with government agencies, polices, landlords, consultants, suppliers, service providers. Engage with other organizations on administration systems and practices for learning and sharing.

*This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*