

## **Job Description**

### **Vietnam Action Against Plastic Pollution**

#### **POSITION: ADMINISTRATIVE AND FINANCE OFFICER**

#### **A. Overview**

The USAID funded "Vietnam Action Against Plastic Pollution" Activity (the Activity) is an innovative and ambitious program designed to reduce ocean plastic pollution at its source in Vietnam through strategic approaches such as convening stakeholders' power, promoting the creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source and prevent plastic pollution in our oceans. Three main objectives of the Activity are (i) supporting multi-stakeholder actions for Extended Producer Responsibility (EPR), (ii) supporting scalable, demonstrated Single Used-Plastics-Products (SUP) reduction measures and (iii) supporting the development and implementation of sub-national level Integrated Solid Waste Management Plans (ISWM).

The Vietnam Action Against Plastic Pollution Activity is implemented by a consortium of Chemonics Int'l, Center for Marinelifelife Conservation and Community Development (MCD), Centre for Supporting Green Development (GreenHub) and E-Policy from 2022 to 2027.

Chemonics International seeks applications for a long-term, full time Administrative and Finance Officer for the USAID-funded Vietnam Action Against Plastic Pollution (VAAPP) activity. The Administrative and Finance Officer will report to the Operations and Finance Director.

#### **B. Specific Tasks/Responsibilities**

The Administrative and Finance Officer is responsible for providing assistance to the Operations and Finance Director with all tasks related to day-to-day office administration including office procurement, and administrative support, ensuring staff follow the basic office administration conduct guidelines outlined in the policy manual. S/he shall ensure that all administrative and/or clerical work complies with the prescribed standards of Chemonics and the project.

The Administrative and Finance Officer will at all times adhere to and act in accordance with the Chemonics professional code of ethics, "Living Our Values", and will make the principles of the code a part of VAAPP's culture and operating procedures. The Administrative and Finance Officer will ensure the highest levels of honesty, integrity, openness, and transparency. Tasks will include but not be limited to the following:

1. Assist the Operations and Finance Director in providing assistance to project staff on regular logistical and administrative needs, including:
  - Provide administrative support during workshops, meetings, and conferences (training venue, logistics, materials);
  - Coordinate travel arrangements, ticket reservations and hotel bookings;

- Welcome guests and manage logistics for in-house meetings;
2. Assist with management of office supplies/equipment, including:
    - Responsible for keeping an up-to-date record/inventory of project equipment assigned to staff, and responsible for managing the signing-out of office equipment.
    - Prepare stock monitoring reports for expendable office supplies on a monthly basis.
    - Conduct annual physical counts of all expendable equipment in the project office.
    - Responsible for keeping an up-to-date record/inventory of expendable office supplies, and responsible for managing the signing-out of office supplies by project staff.
    - Handle the maintenance of equipment (copier, scanner, cellphones, LCD projector, etc.), including obtaining quotations for the maintenance services.
  3. Assist with project file management, including:
    - Maintain an organized filing system consisting of copies of all documents, including quotations obtained for equipment and supply purchases, equipment inventory trackers, expendable supply trackers, etc.
    - Assist in the maintenance of project files as needed by all project units, including technical units, accounting, and procurement.
  4. Assist with project office procurement needs, including:
    - Preparation and processing of purchase order (PO)/check requests
    - Coordinating with suppliers in canvassing and obtaining at least 3 quotations for the procurement of supplies and equipment.
    - Inspect all deliveries of goods and supplies against purchase orders and confirm accuracy and acceptance of delivered goods and supplies.
    - Handle the preparation of PO/Check Requests for office equipment and supplies.
    - Keep photocopies and records of approved PO/Check Requests and all supporting documents for the administrative files; keep a systematic filing of PO/Check Requests.
    - Keep an up-to-date log of outgoing PO/Check Requests released to accounting.
  5. Assist with Accountant and Operations and Finance Director with day-to-day finance tasks, including:
    - Provide first review of payments to ensure that all supporting documentation and approvals are accurate
    - Consolidate payee banking information to upload to bank system
    - Work closely with the Project Accountant to prepare monthly reports
    - Facilitate provision of information and documentation during audits
    - Review procurement transactions to ensure that all supporting documentation and approvals are accurate
    - Review accounting files to ensure that appropriate back-up documentation exists for all transactions, including procurement requests, timesheets, approvals, bids, invoices and receipts
  6. Manage petty cash fund. Prepare and get approvals prior to actual payments from petty cash fund.

7. Ensure that all work is done in accordance with Chemonics' business code of ethics and USAID and Chemonics policies and regulations.
8. Perform any other task that is consistent with the Administrative and Finance Officer's skills and experience and this Scope of Work.

### **C. Required Skills and Qualifications**

- Degree in relevant field required
- Minimum 4 years of experience in procurement, operations, and logistics support.
- Demonstrated knowledge and extensive experience with USAID regulations and control systems preferred.
- Experience on international donor-funded project a plus.
- Excellent written and oral communication skills.
- Demonstrated leadership, versatility, and integrity.
- Fluency in English.
- Strong commitment to Chemonics values including integrity.
- Ability to foster and demonstrate a workplace inclusive of creating opportunity, serving others, and building trust, innovation, and exceeding expectations.

### **D. Location of Assignment**

The location of assignment is Hanoi, Vietnam.

### **E. Application Instructions**

Please send your CV/resume to [VAAPPRecruit@chemonics.com](mailto:VAAPPRecruit@chemonics.com) by May 7, 2023. Early applications are encouraged. Please include the title of the job in the email subject line. No telephone inquiries please. Shortlisted candidates will be contacted. We review applications on a rolling-basis. The protection of your personal data is important to Chemonics.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.