

Contractual Operations Assistant

RECRUITMENT TYPE : Local Hire – Through an Outsourcing Agency

Overview

Asian Development Bank (ADB) is an international development finance institution headquartered in Manila, Philippines and is composed of 68 members, 49 of which are from the Asia and Pacific region. ADB is committed to achieving a prosperous, inclusive, resilient, and sustainable Asia and the Pacific, while sustaining its efforts to eradicate extreme poverty. ADB combines finance, knowledge, and partnerships to fulfill its expanded vision under its [Strategy 2030](#).

ADB only hires nationals of its [68 members](#).

The position is assigned in the Viet Nam Resident Mission (VRM) within the Southeast Asia Department (SERD). SERD is responsible for maintaining client orientation and delivering ADB assistance to countries in Southeast Asian region. VRM is responsible for country partnership and strategy, policy dialogue and client relationship, business development, knowledge management, project quality assurance, sector analytic work, and loan and technical assistance processing and administration in Viet Nam.

To view ADB Organizational Chart, please click [here](#).

Job Purpose

To provide a full range of administrative and operational support to VRM along with other appropriate functions as required VRM management.

Responsibilities

Office Administration

Ensures the office filing systems and records are properly maintained and updated in accordance with an existing framework for easy retrieval, all correspondence and documents for supervisors are properly typed, prepared, submitted on time and in compliance with ADB's standards.

Ensures all the incoming mails are logged, properly distributed and brought to the attention of concerned staff, and that all outgoing mails/faxes are delivered on time; provides efficient reception services by proper screening of incoming telephone calls, taking accurate messages, dealing with queries from internal/external callers to ensure they are referred in a timely manner to concerned staff.

Performs any other duties as may be required and reflected in the incumbent's work plan, such as retrieving files/documents for preparation of reports, preparing tables and charts for reports, maintaining adequate stocks of office supplies

Ensures the effective coordination of supervisors' schedules by maintaining their diaries and arranging appointments, meetings, travel and accommodation as specified by the supervisors and in accordance with ADB procedures.

Operational Support

Provide analytical support needed for project processing and implementation, collecting and organizing required data and information; apply appropriate computer skills in analyzing and developing the data, and prepare notes, papers and sections of reports.

Perform necessary project updates (e.g., Project Information Documents) on a regular basis outlining all the required details, for example, project description/scope, status of implementation, developments, major problems, actions taken/proposed, and participating in the departmental project performance review meetings when needed.

Ensures accuracy of project documents and assist project officer/supervisor in the finalization of project documents.

Relevant Experience & Requirements

- Bachelor's degree
- At least 4 years of relevant experience. Related experience in office administrative, accounting & financial system, and personnel administration in international agencies preferred.
- Good computer skills with sound knowledge of common word-processing, spreadsheets and graphics software
- Able to liaise and work effectively with staff within own work location
- Able to work collaboratively with teams as a constructive team member.
- Good oral and written communication skills in English are essential.
- Ability to establish and maintain productive contacts with appropriate officials of host government, donor agencies and executing agencies; good interpersonal and communication skills are desirable.
- Ability to work with individuals from different cultural/national backgrounds