



## JOB DESCRIPTION

<b>Position title:</b>	Project Admin Officer, USAID Viet Nam Biodiversity Conservation program
<b>Reports to:</b>	Admin Coordinator, USAID Viet Nam Biodiversity Conservation program
<b>Duration:</b>	June 2023 – July 2025
<b>Location:</b>	Hanoi, Viet Nam
<b>Date:</b>	May 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 Project Admin Officer reports to the Admin Coordinator and he/she supports the daily coordination of all BCA activities implemented in the target areas of National level. The role works in close cooperation with the Hanoi project office, Central Project Management Unit (CPMU), implementing partners and other relevant stakeholders.

Under the supervision of Admin Coordinator, the Project Admin is responsible for providing service in various administrative aspects as well as partly provide support to the project team in of Hanoi office to ensure the compliance with operations systems, policies and procedures of WWF-Viet Nam, as well as USAID donor.

### III. Major Duties and Responsibilities:

- Arrange logistics for events and meetings, press conferences and press trips at national level to ensure that they are properly organized and conducted.
- Responsible for national and international travel including booking vehicles and accommodation, arranging visas project staff.
- Responsible for procurement and handover of office equipment, field equipment and assets under the guidance of Admin Coordinator and Procurement team.
- Be responsible for monitoring project equipment/supplies in Hanoi project office and updating 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 accuracy and compliance with policies and procedures.
- Support Admin Coordinator in coordinating plan and implementation of admin activity as well as preparing reports.
- Keep tracking and update on outgoing and incoming project documents.
- Support project teams to prepare for annual internal and external audits when required.
- Prepare letters, documents, and correspondence to local partners and authority when required.
- General filing and archive management for the project.
- Other tasks as required of Admin Coordinator.

### 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 or equivalent.
- 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.



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- Good knowledge of all office systems.
- Good knowledge of finance 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.*