

TITLE: Admin and Program Assistant – Lao Cai Field Office	
TEAM/PROGRAMME: Support Services	LOCATION: Lao Cai Field Office
GRADE: 6	CONTRACT LENGTH: 08 months
<p>CHILD SAFEGUARDING: (select only one)</p> <p>CHILD SAFEGUARDING: 2</p> <p>Level 2: <i>either</i> the post holder will have access to personal data about children and/or young people as part of their work; <i>or</i> the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at ‘standard’ level in the UK or equivalent in other countries).</p>	
<p>ROLE PURPOSE:</p> <p>This position will support Admin - Human Resources division and Sponsorship Program in implementing administrative and personnel duties to ensure the organisational procedure and policies compliance with effectiveness of operational works of Save the Children International in Vietnam.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Administration Coordinator Dotted reporting line: Sponsorship Sub-impact Area Coordinator Budget Responsibilities: N/A</p>	
<p>KEY AREAS OF ACCOUNTABILITY :</p> <p>Administration (60% LOE)</p> <ul style="list-style-type: none"> • Be in charge of photocopy, scan of contracts, documents, office petty cash management • Facilitate workshops, induction and training • Support with communications with suppliers • Be in charge of logistics for office events, workshops • Provide internally support services to Sponsorship team members in doing logistics and arrangements for travelling (contact suppliers for transportation and hotel booking after PO confirmed, receive invoices from suppliers etc.) on the online procurement system (Prosave) • Manage and update staff personal vehicles (motorbikes/ cars) for monthly parking service and be in coordination with Finance focal point for the relating monthly balancing, reporting and payment. • Be in charge of managing office stationery and storage • Take Support Services team meeting minutes • Manage and supervise office cleaner’s duties tasks • Maintain daily office administration, manage employees entering and leaving the office must comply with protocols. • Office assets management according to SCI policies, physical asset check twice per year. • Other Admin tasks assigned by Line Managers <p>Program and Sponsor & Child Servicing (40% LOE):</p> <ul style="list-style-type: none"> • Processing payment claim for consultants 	

- Support logistic arrangement (stationery, printing/photocopying materials, payment claim) for program workshops/training/activities managed by SC
- Support to input data into the Program database with guidance from Program staff: pretest and post-test, extract reports submitted by teachers using Kobo app (when requested by program coordinator)
- Responsible for managing the inventory of sponsorship program materials (promotional items, printing materials,...) in collaboration with Program and Sponsor & Child Servicing staff.

Working contacts:

- **Internal:** All staff including Programs members, Support Services team members in Lao Cai and Support Services team members in Hanoi Country office and other provincial offices
- **External:** Consultants, partners (Social Insurance agency, Taxation agency, recruitment business, etc.) and local competent authorities

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Bachelor's degree in public administration, human resources, business administration or relevant field;

EXPERIENCE AND SKILLS

Essential

- At least 2 years of working experience in administration and logistics sectors (with NGOs is preferable)
- Good understanding of local regulations on labour and social insurance
- Ability to exercise tact and diplomacy and to deal with a variety of highly confidential and sensitive issues with discretion;
- Good interpersonal, communication and teamwork skills;
- Good prioritization skills and ability to coordinate a variety of work activities;
- Fluent English speaking and writing skills;
- Proven commitment to children rights and equality of opportunity;

- Good computer and IT skills.

Desireable

- NGOs networks and knowledge

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Pham Thi Thanh Huyen	Date: November 22nd, 2018
JD agreed by:	Date:
Updated By: Nguyen Thi Phuong Lam	Date: June 07th, 2023
Evaluated:	Date: