

Administrative Assistant - Vietnam

Division:	Global
Department:	Asia Bureau
Country:	Vietnam
Supervisor Title:	Country Program Director
Prepare by:	Country Program Director
Approved by:	Bureau Chief
Deadline:	March 15, 2024

Position summary:

An Administrative Assistant fulfills AHF's mission of providing life-saving care and treatment to people living with HIV/AIDS by supporting general administration and logistical works for AHF Hanoi Office, AHF branch office in Ho Chi Minh city as well as project sites.

This position is responsible for and taking the leading role in undertaking various administration activities through the efficient handling of related work tasks, communications, information dissemination, reception, office management, general administrative support functions and provide the interpretation/translation services accurately to AHF's international visitors and correspondences.

Essential Duties & Responsibilities:

- Answers the daily telephone and daily office communication
- Welcomes guests and visitors
- Maintains daily and periodically official correspondence with partners, including receiving, preparing and sending mails, postages, official dispatchs, MoU, letters of agreement, etc.
- Distributes the daily and periodically mails, postages, logistics including medical supplies, merchandises, etc. to local partners in multiple provinces;
- Files, types, photocopies; scan and translates documents (English – Vietnamese) when needed
- Manages effective use of office equipment (air-condition, computers, printers, fax, telephones, photocopier, etc.) including daily use and periodical maintenance;
- Manages office stationeries including daily use and monthly order;
- Handles accommodation and transportation for AHF staffs or partners on business trips including booking hotels, cars, air tickets, etc.;
- Handles admin and logistics support for events, meetings, conferences and workshops including preparing venue, invitation, gifts, stationaries, documents, contracts, etc.;
- Assists in document preparation for procurements, including contracts, quotes, handover minutes, etc. and other purchase requirements when needed;
- Handles petty cash and collecting simple financial documents when needed;
- Assists in handling human resource works and providing human resource supports to employees when needed, including recruitment process, leave requests, business trip requests, timesheet verification, etc.

- Performs other specific tasks assigned by Country Program Director.

Participation in AHF Meetings/Committees:

- Monthly staff meeting and other meetings and workshops assigned

Supervisory Responsibilities:

- None

Education and/or Experience:

- Bachelor Degree in Business/Public Administration
- 3 years' experience in administration and logistics
- Strong planning, organizational, and interpersonal skills – including influencing, negotiation and cross-cultural skills
- Familiar with working in a multicultural environment

Computer/Software Skills:

- Proficiency with word processing, spreadsheets and presentation software
- Proficiency with internet search and electronic mail use; and
- Ability to effectively present information in both written and oral forms

Language Skills:

- Fluency in English is required
- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from political groups, government agencies, private contributors, and the general public

Other Skills & Ability/Qualifications:

➤ ***Communication Skills***

- Good communication and interpersonal skills
- Ability to read and interpret documents such as policy documents, safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of employees or other people

➤ ***Mathematic Skills***

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, percent, draw and interpret graphs

➤ ***Reasoning Abilities:***

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work under pressure and meet deadlines
- Make decision and solve problems in complex situations

➤ ***Other Skills and Abilities:***

- Must be able to travel within Vietnam and the countries of Asia Bureau

- Needs to be sensitive to patient population and issues surrounding HIV/AIDS
- Ability to prioritize tasks in a rapidly changing environment
- Ability to prepare reports, provide team leadership and guidance
- Be a strategic thinker, have good organizational and planning skills and Ability to prioritize tasks and work quickly and accurately to meet deadlines
- Ability to communicate effectively in English in a variety of settings such as staff meetings, discussions with partners, and training workshops
- Flexible, proactive and ability to organize work independently as well as work in a team.

How to Apply:

- **Application Procedures:** Interested person should submit a letter of interest in English, a CV (with photo) and copies of education qualifications and others relevant certificates to Thuong.Nguyen@ahf.org before March 15, 2024.
- **Selection Process:** Only short- listed applicants will be contacted for an interview.