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## JOB DESCRIPTION

### Position: HR&KM and President assistant

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| Job Title      | HR&KM and President assistant                         |
| Direct manager | President   |
| Report         | Direct: <b>President</b><br>Indirect: <b>CEO, COO</b> |
| Department     | VietED Center   |
| Time           | Full time   |

#### Introduction:

Viet Rural Enterprise Development Center (abbreviated as VietED Center) is an organization working in scientific technology and community development, founded on 09 August 2010 under Decision No. 364 by the Vietnam Union of Science and Technology Associations (VUSTA) VietED Center is one of the leading organizations in the field of consulting and providing advisory services in the fields of finance, agriculture value chain development, market-linkage, community development, business skills development, brand development and capacity development training to help mitigate poverty, especially in the areas affected by climate change. Our consultants have the experience of working all-across the developing nations in Asia and Africa.

#### Duties and responsibilities

##### HR&KM:

- Prepare financial procedures related to the operations of Center.
- Control, classify, improve, preserve and store documents and vouchers for each project.
- Work with partners on budgets, offer money transfers, control spending

- documents and guide partners when needed.
- Keep track of budgets for each project activity and make recommendations and proposals promptly to Manager.
  - Assist with the recruitment and induction of newly appointed team members including with arranging interviews, arranging mobilisation requirements, accessing appropriate training, and/or providing necessary documentation.
  - Maintain administrative systems in relation to program HR requirements, including but not limited to maintenance of personnel files, timesheets, leave and training records and contact lists
  - Assist with the drafting of HR documents and reports.

President assistant:

- Time Management: Planning, organizing, and managing the President's work schedule to ensure that they have enough time to complete important tasks and attend crucial meetings.
- Handling Documents and Information: Gathering, organizing, and preparing documents for meetings, reports, and President's decisions. This may include researching information.
- Undertake other duties as may be reasonably required

## Qualifications

Qualifications include:

- Bachelor's degree in economics, project management, social science or relevant field required.
- At least 1 year of work experience in the expected role.
- Having worked in Non-Governmental Organisation (NGOs) will be an advantage.
- Language: be able to listen, speak, read and understand documents and reports in English

Other requirements:

- Ready to go to the field when required.
- Have good teamwork spirit and skills
- Capable of handling multiple tasks

- Ready to work overtime (in urgent cases are required)

### Opportunities/Benefits

- Opportunities to work in a youthful and dynamic environment, to gain experience from partners of development organizations, domestic and foreign enterprises/firms.
- Have full benefits for employees under Vietnamese labor law.
- Tet holiday bonus; Periodic health examination; Annual vacation travel and other benefits based on organizational growth.
- Working time: from Monday to Friday weekly
- Work location: at VietED Center office

### How to apply

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to Mr. Hoang Dai Duong (COO) at [duonghd@vieted.com.vn](mailto:duonghd@vieted.com.vn)

Please mark your application “**[VEDC] Application for position HR&KM and President assistant**”

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The closing date for application is **5pm, June 5th 2024.**