

**WWF** *for a living planet*<sup>®</sup>

## JOB DESCRIPTION

**Position title:** Admin Officer, Cantho Field office, WWF-Viet Nam  
**Reports to:** Cantho Office Focal Point, WWF-Viet Nam  
**Supervises:** n/a  
**Location:** Cantho, Viet Nam  
**Date:** July, 2024

### I. Background:

WWF was one of the first International non-government organizations working in Vietnam. 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

### II. Major Functions:

The Administration Officer will be responsible for ensuring the smooth functioning of the Cantho Office and providing comprehensive administrative and logistical support for field-based activities. This includes supporting WWF Vietnam projects in the Cantho Office and across the Mekong Delta landscape. The officer will coordinate daily administrative tasks, manage office logistics, and liaise with relevant authorities and partners to ensure operational efficiency

### III. Major Duties and Responsibilities:

- Ensure the smooth functioning of the Cantho office, including administrative support for WWF staff in the Cantho office as well as the Mekong Delta.
- Handle day-to-day office routines such as managing, distributing, and filing incoming and outgoing mail, making and receiving telephone calls, and photocopying.
- Work and liaise with relevant persons to arrange logistical support for project workshops and meetings, provide translations/interpretations, and take minutes when required.
- Coordinate and organize logistics for visits by WWF staff and partners to Cantho City and the Mekong Delta, including booking vehicles and accommodation, purchasing tickets, etc., when required.
- Liaise with relevant provincial authorities regarding office licenses, visa applications, staff registration, working permit arrangements, equipment and material imports, tax matters, and reporting when required.
- Support procurement and handover of office equipment, field equipment, and assets under the guidance of the Procurement or Finance project team.
- Monitor project equipment/supplies in the Cantho field office and update the project's fixed assets register in line with WWF and donor requirements.
- Provide support for annual internal and external finance and accounting audits when required.
- Assist the Cantho office focal point in monitoring the condition of office infrastructure, including the building, electricity, water supply, etc., and liaise with landlords and contractors to address any issues when required.
- Check and review all related vouchers, invoices, receipts, and documents to ensure all expenditures are accurate and comply with policies and procedures.
- Perform other tasks as required.

### IV. Profile:

#### Required Qualifications

- Bachelor's degree in English, or social sciences, business administration, business management or in relevant fields
- 2 years of practical experience in administration, assistant or bookkeeper, 1 year of which should be in international organisation
- Experience in developing administration, finance and accounting systems, policies and procedures is an advantage
- Proven experience in translating and interpreting is an advantage.
- Good knowledge of administration process of visa, work permit, office licence, etc.
- Good understanding of normal practices in non-profit organisations
- Experience in financial administration and petty cash bookkeeping is an advantage
- Understanding of the southern cultural and political environment
- Good knowledge of all office systems

### **Required Skills and Competencies**

- High attention in detail.
- Networking & Team work skills
- Good communications and negotiation skills
- Good planning, organization, time management, facilitation and coordination skills
- Proficiency in MS Office
- Be able to work under pressure, towards tight deadline, and overtime if required
- Working on own initiative with minimum supervision and staying on task
- 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 values, which are: Knowledgeable, Optimistic, Determined and Engaging.

### **V. Working Relationships:**

**Internal:** Work closely with finance and admin team in Hanoi, engage with support the project team in Cantho and Mekong Delta landscape.

**External:** Interact regularly with government agencies & other partners consultants, polices, landlords, consultants, suppliers, service providers. Engage with other organisations 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*