

Job Description

Job Title:	ADMIN BUSINESS PARTNER		ABP
Reports to:	Operations Manager /Programme Director	Grade:	GEN - 02
Financial Approval Responsibilities	No	Direct Reports:	Yes
Location:	Head office with travels to the field and internationally as required		
Full time job:	Yes		
Key Relationships to reach solutions:	Internal: Members of PRG, EDO, FIN, SET, CLT, ActionAid International External: ActionAid Vietnam's Partners, Suppliers, Government Officials		

Role Overview:

The Admin Business Partner actively works within assigned tasks and ensures administration system is developed and maintained to facilitate the smooth running of the office, maintains effective relationships with AAV's counterparts and partners.

Role Accountabilities:

I. Office Management

1. Office Management

- 1.1 Office system is developed and maintained to make sure administration work running smoothly;
- 1.2 Other departments and staff are received support effectively and timely
- 1.3 Office inventories, vehicles, equipment and assets are maintained, labelled and updated frequently.
- 1.4 AAV Office is maintained in good condition for staff working place

2. Carries out reception and administration work in principles of Green Office

- 2.1 Working permit for AAV's representative office is kept track of and renewed on time;
- 2.2 Expatriates working in office are supported properly including but not limited to traveling, visa, work permit, accommodation in Vietnam;
- 2.3 Visa and other travel documents are well facilitated for AAV staff to abroad and for international visitors to Vietnam;
- 2.4 Telephone calls are professionally and friendly handled and followed up;
- 2.5 Visitors are warmly welcomed and informed to relevant persons;
- 2.6 Admin guideline is timely developed or revised, fully implemented and adhered to;
- 2.7 Incoming and outgoing documents /mails are well handled and filled;
- 2.8 Good filing system (for both soft and hard systems) is well arranged;
- 2.9 Procurement and service contracts in charge are valid and in line with legal framework and AAV requirements and managed properly;
- 2.10 Payment for related services such as office rent, EMS, electricity, stationery, hotel etc. are well processed in time;

3. Manages petty cash and plans administration activities within approved budget

- 3.1 Petty cash payments are done conveniently and in line with AAV's policies;
- 3.2 Monthly payment request is correctly made and sent to Operations Manager for approval;
- 3.3 Annual budget for Administration function is well prepared and implemented.

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II. Logistics

1. Office Procurement

- 2.1.1 Logistics support of traveling, accommodation is effectively given to all departments;
- 2.1.2 Procurements for AAV office are made in line with AAV's finance management policy;
- 2.1.3 Timely maintenance services for procurement are ensured;
- 2.1.4 Other admin expenditure is managed and claimed in time;

2. Admin Tasks

- 2.2.1 Admin tasks are effectively delegated amongst AAV staff and partner's staff if office work is co-shared;
- 2.2.2 Partner's admin staff is supported and supervised if authorized;
- 2.2.3 Manage admin consultant/ intern if those posts are appointed;

III. Corporate Responsibilities

1. Office support

- 3.1.1 Undertake corporate responsibility as assigned by the Line Manager
- 3.1.2 Work as an active team member to enhance team spirit of AAV
- 3.1.3 Support the process of developing and sustaining an open, transparent and learning culture in the organization.

2. Safety and Security

- 3.2.1 AAI Safety and Security procedure is localized, updated and put into practice.
- 3.2.2 Act as Safety and Security focal person if appointed
- 3.2.3 The Safety and Security Plan, procedures and guidelines by AAI and AAV are followed.
- 3.2.4 The safety and security procedures for staff are implemented
- 3.2.5 Risks for staff safety and security are reported timely to Security Focal Person or Head of Department;

3. Child Safeguarding

- 3.3.1 AAI Child Safeguarding policy is localized, updated and put into practice.
- 3.3.2 The Child Safeguarding policy and guidelines by AAI and AAV are followed.
- 3.3.3 All violations of Child Safeguarding policy are reported to Focal Person or Head of Department.

4. Anti-sexual Harassment, Exploitation and Abuse (SHEA) policy

- 3.4.1 The policy is localized, updated and put into practice.
- 3.4.2 Act as an Anti-sexual focal person if appointed.
- 3.4.3 The policy and guidelines by AAI and AAV are followed.
- 3.4.4 All violations of the policy are reported to Focal Person or Head of Department.

5. Others

- 3.5.1 Other tasks as assigned by line manager are well performed.
Others: Deliver other tasks assigned by line manager.

Person Specification

- Education:
 - University degree in administration/ business management/ social science or relevant fieldExperience:
 - At least 3-year relevant working experience.
 - Experience of working within a multi-cultural team.
- Essential knowledge and skills:

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- Time management, office administration
- Organization skills
- Communication skills
- Writing skills

This job description covers the main task and conveys the spirit of the sort of tasks that are anticipate proactively from staff. Other tasks may be assigned as necessary according to the organizational needs.

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility and AAV PROFILE (Accountability, Adaptation, Value, Partnership, Respect, Obtain to innovation, Fairness and Justice, Integrity, Leadership without authority, Expertise).

Prepared by

Reviewed by

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