

EMPLOYMENT OPPORTUNITY

Management Sciences for Health is currently seeking a highly qualified **Administrative Assistant** position for its SCMS Project. MSH is a U.S. based NGO whose mission is saving lives and improving the health of the world's poorest and most vulnerable people by closing the gap between knowledge and action in public health. In Vietnam, MSH is the implementing partner for the Supply Chain Management System (SCMS) project, which is providing quality medicines for people living with and affected by HIV and AIDS, under the U.S. President's Plan for Emergency AIDS Relief (PEPFAR). To learn more about the SCMS project, please visit www.scms.pfscm.org

OVERALL RESPONSIBILITIES: The Administrative Assistant provides translation/interpretation and administrative management support to the Country Lead, COMU Management team, and the technical assistance team for the successful implementation of all projects that MSH is implementing in country and other related MSH activities in Vietnam. The Administrative Assistant will facilitate good communication between MSH office in Hanoi and its visitors, its partners, its client/counterparts, and its vendors in Vietnam, as well as with the visiting consultants and MSH offices.

SPECIFIC RESPONSIBILITIES:

Translation and Interpretation

1. Provide translation tasks for technical documents, correspondences between Vietnamese and English and vice versa.
2. Provide consecutive and simultaneous interpretation tasks for meetings, conferences, workshops and when required.

Administration

1. Provide logistic support for booking travel and accommodations for staff and consultants, and in processing required authorizations.
2. Coordinate conferences/workshops and/or requested services including reserving conference/workshop venues, determining catering needs, preparing conference/workshop materials, assistance with arranging for the travel, lodging, and registration of participants, consolidating conference/workshop evaluation result and maintaining any necessary records.
3. Maintain an effective office filing system, ordering and replenishing office and stationery supplies.
4. Provide support to country staff and consultants in coordinating appointments, preparing/disseminating materials and in formatting technical documents, reports and presentations.
5. Assist the Operations Manager in handling visa application procedures for foreign staff with PACCOM.
6. Assist the Operations Manager in managing the office building issues such as communicating with the guard services, and/or local authority as required.
7. Assist the Operations Manager in providing a harmonious working environment which conforms to all legal and procedural requirements of the operations of MSH within Vietnam.



8. Provide support to the Operations Manager and other Vietnam country staff in answering the telephone, greeting visitors, and in sending, receiving, filing and recording information about postal, pouch, Fax and email correspondence as back up and when requested.

Other

1. Other duties as requested by Operations Manager or COMU Management board.

QUALIFICATIONS:

1. University degree in a relevant field such as office administration, English or related field.
2. At least **four (4)** years experience in an independent Interpreter/Administrative position with responsibilities as described above. Experience in simultaneous interpretation and/or interpretation in the HIV/AIDS, TB related fields preferred. Long-term working resident experience in Vietnam required.
3. Fluency in Vietnamese and proficiency in English language including reading, writing and speaking skills.
4. Computer skills including spreadsheet, word processing, and electronic mail; Microsoft Office Suite preferred.
5. Detail-oriented with excellent interpersonal skills and ability to work in a team.
6. Ability to work independently, prioritize tasks and to take initiative.
7. Experience with managing the logistical aspects of workshops, training courses or meetings, including assistance with arranging for the travel, lodging, and registration of participants.
8. Experience with international non-profitable organizations, Vietnam public health sector and familiarity with USAID is an advantage.

Management Sciences for Health is an equal opportunity employer offering employment without regard to race, color, religion, sex, sexual orientation, age, national origin, citizenship, physical or mental handicap, or status as a disabled person.

Note: There are no relocation allowances for this position.

To apply for this position (deadline: 08th June 2013), please send cover letter and CV via email, fax or regular mail to:

MSH SCMS Project – Administrative Assistant Position

25 Bui Thi Xuan

Hanoi, Vietnam

Fax: + 84 4 3 945-4563

Or email to : mshhr@msh.org

Only short-listed candidates will be contacted for interviews.