

EMPLOYMENT OPPORTUNITY

Management Sciences for Health is currently seeking a qualified Office Assistant 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

I. OVERALL RESPONSIBILITIES

The Office Assistant provides administrative management support to the Country Director, Technical Advisor, Office Manager, Administrative Assistant, and the technical assistance team for the successful implementation of SCMS and related MSH activities in Vietnam. **This is a part-time position, and requires 4 (four) working hours a day.**

II. SPECIFIC RESPONSIBILITIES

1. Provide support to the Office Manager and other staff in filing, making appointments, photocopying, faxing, preparing and sending bulk mailings and express packages, and maintaining contact database.
2. Provide back-up telephone and reception assistance as needed.
3. Assist the Office Manager in maintaining an effective office filing system, ordering and replenishing office and stationery supplies and managing the document courier service between the Vietnam office and MSH/Arlington.
4. Assist the Office Manager and Administrative Assistant in providing logistic support for booking travel and accommodations for staff and consultants, and in processing required authorizations. Provide assistance in organizing and managing SCMS meetings and workshops.
5. Assist the Office Manager in handling visa arrangement for SCMS expatriates and visitors.
6. Handle several day-to-day tasks with the Office Cleaner (when necessary).
7. Other duties as requested by office manager or country director to ensure smooth running of the office and the project.

III. QUALIFICATIONS:

1. At least one (1) year experience in an Office Assistant position with responsibilities as described above.
2. Fluency in spoken and written English skills
3. Proficiency in Microsoft Suite including Word, Excel
4. Detail-oriented with excellent interpersonal skills and ability to work in a team.
5. Good interpersonal and communication skills
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.

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.

To apply for this position (deadline: 09 October 2009), please send cover letter and CV via email, fax or regular mail to:

MSH/SCMS Project – Office Assistant Position
25 Bui Thi Xuan
Hanoi, Vietnam
Fax: + 84 4 3 945-4563

Or email hanguyen@vn.pfscm.org

Only short-listed candidates will be contacted for interviews.