



CBM is inviting qualified applicants for the position of **Operations Assistant** in its Country Coordination office in Hanoi, Vietnam. Please send letter of intent and resume to info@cbm.org.vn by **4th February 2011**. The position needs to be urgently filled and the successful candidate can expect to start by 22nd February. Only short listed candidates will be contacted.

We welcome applications from persons with disabilities, and candidates with persons with disabilities in their family.

WORKING CONTEXT

CBM is an international development organization with expertise in Disability and Inclusive Development and works through government and non-governmental partners for the empowerment and full inclusion of persons with disability. CBM commenced its mission in Viet Nam in 1982. Project support is provided in three main areas: prevention of blindness/comprehensive eye care, community based rehabilitation (CBR) and inclusive education.

The key function of the CBM Country Coordination Office is to assist in the development of the capacities of project partners in planning, monitoring and quality management of projects, as well development of collaborative relationships with other stakeholders. The desired result is relevant, efficient, effective and sustainable community eye health, rehabilitation and education programmes with a view towards promoting a disability inclusive approach in all aspects of the work of CBM and partners in the country.

POSITION OBJECTIVE

To contribute to the overall objective of CBM by performing administration and finance related tasks to support the smooth operations of the Country Coordination office

DUTIES AND RESPONSIBILITIES

1. Develop and maintain an effective office filing system related to document filing/circulation (soft and hard copy of incoming and outgoing mails, memos, publications and other related documents), record management, communications, supplies etc.
2. Answer incoming telephone calls and arrange outgoing calls when requested
3. Ensure integrity of the IT system by performing weekly back up of data stored on the shared drive and liaising with service providers on all matters related to maintenance and repair

4. Oversee the appropriate and timely maintenance and security of office premises and ensure the quality of the work of the cleaner and building maintenance personnel
5. Maintain updated general staff records (national ID, visa, leave register etc) and data on CBM visitors and consultants
6. Assist in the completion and submission of required permits and reports to local government agencies
7. Assist in logistical arrangements for meetings, workshops, visits by CBM personnel, and other activities of CBM partners
8. Performs oral and written translation as required (English to Vietnamese and vice-versa)
9. Assist the Finance Officer by:
 - Preparing payment by cash and bank transfers of all office expenses and related project costs
 - Performing daily recording of office expenses and maintaining petty cash records and reconciliation
 - Checking liquidation and supporting documents to clear advance to staff for field trip/workshops
 - Managing the inventory, procurement, payment and maintenance of office equipment and supplies
10. Performs all other functions delegated by the Country Coordinator to ensure effective office operations

QUALIFICATIONS

- Graduate of any four-year bachelor in science/arts degree from a reputable university
- Preferable two years experience in an administrative position
- Basic understanding of the general principles of accounting
- Can work with Microsoft Office software applications
- Has good command of written and spoken English
- Can plan, organise, coordinate and manage resources well
- Flexible, resourceful and actively responds to different circumstances and requests
- Capable of working under time pressure and can manage stress
- Confident in dealing with people from different backgrounds
- Open to occasional travel
- Has an active interest in social development, especially the promotion of an inclusive approach for persons with disabilities