

JOB DESCRIPTION

JOB TITLE

Administrative Assistant (AA)

ROLE

Reporting to the Office Administrator, the AA is to assist the ChildFund Australia Representative Office in Vietnam to fulfill their mission of working for the well-being of children by providing support in general financial, administration and logistical work.

The position will provide assistant to Office Administrator and HR Officer in some activities described as below.

REPORTING STRUCTURE / RELATIONSHIPS

The AA reports to the Office Administrator (OA).

The AA works closely with the cleaner and the Driver cum Administrative Assistant, HR Officer, Finance Accountant, Communication Officer, other Managers and Sponsor Relations team in Hanoi, with the Admin Coordinator in each Area Development Office, and with management staff from ChildFund's partners and project communes in Vietnam.

RESPONSIBILITIES

Administration & Office Management

- Answer the telephone, take and deliver messages
- Welcome guests and visitors
- Send/collect mails and distribute to the receivers
- Distribute incoming faxes, memos and newspapers
- File, type and make photocopy of document as needed
- Car arrangement service including ChildFund car and external car. Make car expense report, ChildFund cars usage report, 2 drivers' over time reports.
- Organisation of small parties such as birthday, welcome, sweet farewell...
- Arrange Library materials
- Support OA in purchasing equipment and service (for both HN and ADOs in case the items could not be done in provinces).
- Work closely with OA to regularly check the conditions of facilities and office equipment, have them maintained and repaired promptly if needed.
- Take Minutes and prepare MoM of Staff Meeting
- Logistic support for social event, staff welfare and team building activities: X-mas, retreat, Tet...
- Do interpretation for the events such as retreat, meeting, workshop
- Monitor the cleanness, tidiness and hygiene of office
- Support OA in arranging domestic and international travels (visa, accommodation, flight) of visitors and staff

Human Resource

Upon the request from HR Officer the AA will assist her/him with, including but not limited to:

- **Recruitment:** arrangement of recruitment advertisement on websites or newspapers; input of candidate's information to the short-list, arrangement of interview/test, induction program, etc.
- **Training:** logistic preparation for in-house training; summarise the in-house training course's evaluation.
- **Policies:** translation of policies
- **Other:** design of e-birthday cards to staff on their birthday; ad hoc.

Purchasing

- Get quotes and order office supplies such as stationery, consumable, parts, repairing/maintenance service and general office equipment within the budget guidelines of the organisation, adhering to the national purchasing policy by sourcing best suppliers in terms of price, quality and services and ensuring necessary quotes and bids are obtained

Support to Country Director

- Provide logistical, administrative secretarial support and other personal assistance to the Country Director as required
- Interpretation and translation services

Liaison

Arrange visa applications and other day-to-day liaison with PACCOM

Financial Management & Reporting

- Carefully check the expense for cars including car rental costs, ChildFund car's cost, admin expenses of ADO
- Monitor daily admin expenses of Hanoi office
- Work closely with other admin staff and ChildFund's Finance Officer to control and verify all expenditures, and to ensure they are allocated correctly against approved budgets
- Monitor expenditures against the approved budget and provide regular budget reports in the specified format, including explanation of significant variances

Coordination

- With the support of other Managers, ensure the provision of administrative and logistical supports for all areas at Hanoi and field levels
- Work closely with admin staff of ADOs for support and coordination in the administrative and logistic services

Organisational Development

- Actively contribute to the development and promotion of ChildFund values culture and learning approach

WORKING CONDITIONS

This is a Hanoi based, permanent position with limited travel to ChildFund's program areas in Vietnam.

The successful candidate will be offered a three-year contract. Salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale.

Other working conditions and benefits are outlined in ChildFund's HR, PDR and Operations Manuals.

PERSONAL QUALITIES, QUALIFICATIONS & EXPERIENCE

E = essential, D = desirable

Knowledge

Understanding and serving others are important attributes in this position D

Skills

Good written and spoken English and Vietnamese E

Good translation and interpretation skills (English/Vietnamese) D

Flexible, effective team work and interpersonal skills E

Computer literacy and experience with computerised information (including spreadsheets, databases), familiar with software packages under Windows and E-mail E

Experience

Minimum 1-2 years experience in administrative area in a medium sized organisation E

Effective communication with internal and external customers/partners E

Working effectively with and through others E

Abilities/Qualities

Able to manage multiple priorities, to work to deadlines, being well-organised and systematic E

Ability to build strong working relationships, internal and external to the organisation E

Creative, forward thinker and excellent team player E

Careful, accountable, responsible and punctual E

Attitudes

Willing and able to undertake some work-related travel E

Commitment to the aims of ChildFund E

Discreet and respectful of confidentiality E

Qualifications

University qualification in relevant field E