



Job Announcement

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. NPA's Vietnam Programme is primarily based on Mine Action and it supports a project office in Hue and a partner office and a Database Management Unit in Quang Tri. NPA Vietnam is seeking qualified, enthusiastic, experienced Vietnamese national applicants for the position of **Admin Assistant** for its Hue office (based in Hue City).

Responsibilities

Administration

- Be receptionist for NPA Hue office, handle all incoming/outgoing telephone calls, faxes, letters, postal packages...
- Be responsible for all aspects of general office coordination
- Maintain office calendar to coordinate flow of work and meetings
- Compile, transcribe and distribute minutes of meetings
- Provide interpretation for Operations Manager and NPA expats and visitors and translation of office documents as required
- Ensure proper office supplies and housekeeping service for NPA Hue office
- Book and coordinate travel arrangement for NPA expats, visitors (including but not limit to visas, air-tickets, accommodation and other arrangements); assist in organizing meetings, trainings and events
- General secretarial work as typing, drafting documents, filing (both soft and hard files)

Personnel: Assist HRA Manager in

- ensuring NPA Hue Office strictly adhere to the personnel policy
- preparing NPA Hue Office contracts and other personnel paperwork as required
- registration of new staff for NPA Hue Office with relevant government Agencies
- filing and maintaining personnel profile up-to-date as required
- Registration, maintaining and coordinating for NPA Hue Office staff's other insurances with insurance providers.
- preparing paperwork and applying for NPA expats' work permit, visa, resident card
- organizing annual health check for NPA Hue office staff

Finance

- Management of NPA Hanoi Office Petty Cash
- Perform weekly and monthly cash count for NPA Hue Office
- Cooperate with Finance officer and make necessary weekly and monthly cash book report as required by Finance Manager

Required qualifications

- BA in English
- At least two (2) year working experience in administration; experience working for INGOs or international organization is an asset
- Sound interpersonal & communication skills
- Computer literacy
- A proactive and critical thinker with good sense of keeping track jobs to be done, and keen on following up until jobs done well
- A good team player as well as an independent worker
- Familiar with multi-cultural working environment

Interested candidates are requested to submit a CV and a cover letter to NPA via e-mail address to nhand@npaid.org. The closing date for applications is **21 April 2013 at 5 pm** with a start date as soon as possible. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.