



Towards Transparency (TT)
TI National Contact in Vietnam
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JOB DESCRIPTION

Office Assistant

Job title:	Office Assistant
Location:	Hanoi
Starting Date:	as soon as possible, September/October 2013
Job Summary:	This position's overall responsibility is to support the appropriate and professional operation of TT's office. In particular, the Office Assistant will be responsible for specific aspects of administration as per the duties outlined below
Reporting to:	Finance and Administration Manager
Position Type:	Vietnamese national post, full-time (5 working days/week).
Contract duration:	One year contract, with possibility of extension (subject to performance)

Background Information

Towards Transparency (TT) was established in November 2008 as a Vietnamese non-profit and non-state consulting company. In March 2009, TT became the official National Contact of Transparency International (TI) in Vietnam.

Transparency International (TI) is the global civil society organisation working to stop corruption. TI works through National Chapters, National Contacts and other partners in more than 100 countries. Its international secretariat is based in Berlin, Germany. In Vietnam, TT has supported the TI Secretariat in designing and executing the TI Vietnam Programme 2009-2012: "Strengthening Anti-corruption Demand from Government, Private Sector and Society".

During the past three years, TT has received increasing recognition from national and international stakeholders as a key civil society actor in promoting transparency and accountability in Vietnam. In 2013, TI and TT are beginning the implementation of the next, ambitious phase of the [TI Vietnam programme \(2013-2015\)](#). It will involve an expanded effort to encourage and support the engagement of civil society organisations, citizens (in particular the youth) and the business sector in addressing corruption.

Currently, TT is looking for a highly motivated national candidate to fill in the position of Office Assistant for its office. This will be a key role to support the successful delivery of TI/TT's ambitious programme.

Position/Title	Office Assistant
Responsibilities	<p><i>Office administration and logistic</i></p> <ul style="list-style-type: none"> • Greet guests to the office; • Answer incoming telephone calls and arrange outgoing calls when requested; • Manage incoming/outgoing mails/faxes and circulate/distribute them accordingly; • Set up and manage the organizational filing system; • Be responsible for daily office administration issues, visa arrangement, work permit for expatriates; • Be responsible for operation, management and maintenance of office equipment and supplies; • Handle/manage contracting with and supervision of cleaning personnel, IT person and other service provider(s); • Logistic supports to TT staff fieldtrips (booking air ticket, accommodation, transportation) and events organization (meetings, workshops, etc.); • Monitor and update staff leave records; • Assist in management of, and provides regular update of the office's assets inventory; • Assist in handling paper works with concerned government agencies; • Other administration tasks as required and assigned by line manager. <p><i>Interpreting and Translation</i></p> <ul style="list-style-type: none"> • Undertake translation and interpretation when needed (English/Vietnamese).
Job Requirements	<p><i>Skills and qualifications:</i></p> <ul style="list-style-type: none"> • University Degree in Social sciences, Public Administration, Business Administration, Development Studies, Law or other relevant fields; • At least 2 years of relevant working experience, ideally in an NGO environment • Knowledge of TI/TT approach and work in Vietnam is a strong advantage • Excellent English and Vietnamese skills (written and spoken) • Strong IT and computer skills <p><i>Personal qualities:</i></p> <ul style="list-style-type: none"> • Strong and demonstrated interest and commitment to anti-corruption • A reputation for and commitment to integrity and honesty • Attentive to detail, diligent and reliable • Comfortable working to tight deadlines at a high level of quality • Open-minded and willing to learn and apply new concepts • A team player with strong interpersonal, inter-cultural and communication skills
Gross Annual Benefit package	Ranging from 4,800-6,000 EUR ¹ , depending on experience.
Deadline and application details	<p>Interested candidates should send their application (motivation letter, CV and contact details of 3 references) in English to job_officeassistant@towardstransparency.vn</p> <p>The application should be sent as attachment(s) and clearly marked "Office Assistant" in the email title.</p> <p>The closing date for applications is 5th September 2013</p> <p>Tentative writing test and 1st interview schedule: 12-13 September 2013 (in Hanoi)</p> <p>Only shortlisted candidates will be notified.</p>

¹ This gross amount is inclusive of Social and Health Insurance (contribution from both employer and employee) and Personal Income Tax. Contract will be signed based on equivalent VND amount for Vietnamese nationals.