

## REQUEST FOR QUOTATION

### Short term Service contract

#### GENERAL INFORMATION:

Management Sciences for Health (MSH) office in is looking for a highly qualified person who can provide the **service as a temporary Admin Assistant** (tentatively from May 2014 to September, 2014). This service will cover secretarial and administrative management support to MSH Vietnam team for the successful implementation of LMG/SCMS and related MSH activities in Vietnam. Details for service requirements are as follows:

1. **Working hours:** 7.5 hours / day, Monday to Friday
2. **Work location:** MSH Hanoi office, 189 Nghi Tam, Tay Ho, Hanoi
3. **Service duration:** 5 months, depending on:
  - A) continued satisfactory performance;
  - B) continuation of MSH work on the project;
  - C) continuation of funding
4. **Monthly service fee: negotiable** (basing on your quotation) but including Personal Income Tax. Please also quote your daily rate.

MSH will retain 10% for personal income tax (PIT) relating to the above service fee to pay on behalf of the service provider following the Government current regulations

*Note: the service provider **ONLY** receives monthly service fee (basing upon the daily rate) in this service contract but no other benefits.*

#### SPECIFIC RESPONSIBILITIES:

##### Translation and Interpretation

1. Provide translation tasks for technical documents, correspondences between Vietnamese and English and vice versa.
2. Provide interpretation tasks for meetings, conferences, workshops and when required.

##### Administration

1. Provide logistic support for booking travel and accommodations for staff and consultants, and in processing required authorizations.
2. Coordinate conferences/workshops and/or requested services including reserving conference/workshop venues, determining catering needs, preparing conference/workshop materials, assistance with arranging for the travel, lodging, and registration of participants, consolidating conference/workshop evaluation result and maintaining any necessary records.

3. Handle taxi voucher management and check taxi master bill for payment.
4. Assist the Operations Manager in handling visa application procedures for foreign staff with PACCOM.
5. Handle field office purchases when required for orders valued up to \$3,000 as delegated by Operations Manager.
6. Prepare all required papers for the purchases in compliance with MSH's procurement protocols.
7. Ensures that purchases are made in the best interests of the donor and MSH.

**QUALIFICATIONS:**

1. University degree in a relevant field such as office administration, English or related field.
2. At least two (2) years experience in an independent administrative position with responsibilities as described above.
3. Experience in oral translation and/or presentations preferred.
4. Long-term working resident experience in Vietnam required.
5. Fluency in Vietnamese and proficiency in English language including reading, writing and speaking skills.
6. Computer skills including spreadsheet, word processing, and electronic mail; Microsoft Office Suite preferred.
7. Experience with updating and uploading web content preferred. Detail-oriented with excellent interpersonal skills.

If you are interested in providing the service please send your quotation, a cover letter and CV via email, fax or regular mail to (**deadline: 23 April 2014**):

MSH/LMG Project – Temporary Admin Assistant  
189 Nghi Tam, Tay Ho  
Hanoi, Vietnam  
Fax: + 84 4 3 945-4563

Or email [mshhr@vn.pfscm.org](mailto:mshhr@vn.pfscm.org)

*Only short-listed candidates will be contacted for interviews before finalizing the contract award.*