



# Job Announcement

## SUMMARY

*The American Red Cross (AmRC) is a non-profit, volunteer-led, humanitarian organization seeking to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. In the coming years the American Red Cross will deepen and expand its programming around the world while also working to strengthen the global Red Cross Red Crescent network in order to deliver vital help and hope to some of the world's most vulnerable communities.*

*In Vietnam, AmRC has been providing technical and financial support to the Vietnam Red Cross (VNRC) for over ten years. Current projects are implemented in Hanoi, Son La, Ha Tinh, Quang Nam and Quang Ngai. Our portfolio includes Organizational Development, urban and rural Disaster Risk Reduction, Climate Change Adaptation and Emergency Relief.*

*We are looking for an experienced, enthusiastic and responsible person to fill the position of Senior Administrative and Human Resource Officer based in our Hanoi office.*

**Title:** Senior Administrative and Human Resource Officer  
**Location:** Hanoi  
**Contract duration:** 1 year with possible extension  
**Reports to:** Country Representative  
**Expected start date:** 1<sup>st</sup> June 2018

### **Primary Duties:**

#### **Administrative management:**

- Overall day-to-day administrative responsibilities;
- Ensure smooth functioning of the office premises and oversee office equipment and inventory tracking;
- Maintain office filing system/storage
- Draft and distribute administrative correspondence
- Line manager for office driver and cleaner
- Provide reception duties such as receiving guests, taking incoming calls and messages, distributing incoming mail, handling outgoing mail, preparing for courier services
- Provide secretarial duties to the AmRC office, including the arrangement of meetings for the CR, and international and national project experts
- Responsible for making internal travel arrangements and hotel booking for all staff
- Together with the Finance Officer, prepare logistics for meetings, workshops, trainings and other events. Assure adherence to internal rules and regulations
- Track and coordinate supplier contract renewals



- Manage overall operation i.e. office renting, security services, safety plan, being the focal security person of the office.
- Provide verbal and written Vietnamese and English translation as required
- Plan staff meetings and retreats

**Human resources:**

- Maintain database and staff files, recruitment requirements, candidate documentation
- Update staff contract when needed
- Collect staff's monthly timesheets, monitor annual leave, time in lieu, regulated leaves
- Advertise job announcements to media platforms, screen resumes and applications, arrange interview appointments and take part in the hiring process when needed
- Keep employee records and ensure necessary confidentiality
- Provide staff with orientation and updated guidelines
- Support staff training and development
- Manage performance evaluation process
- Maintain/Update Vietnam Delegation Human Resources Guidelines and Regulations
- Ensure that the organizational chart and staff's contact information including staff's personnel profiles are updated on a regular basis i.e. monthly or quarterly
- Maintain accident and health insurance contract for staff
- Make sure annual health check-up for staff to be implemented properly
- Process visa/residential card and work permit for Country Representative and other delegates as required
- Assist newly-arrived expatriate staff and their families with smooth entry and accommodation in Hanoi.

**Safety and Security:**

- Provide security briefings to visitors
- Keep the Office Security Plan and "Phone tree" updated
- Maintain First Aid kit
- Keep track and distribute safety equipment (masks and helmets) to staff

**Procurement:**

- Perform project and office level procurements, handle all office purchases when required
- Prepare all required papers for the purchases in compliance with procurement protocols
- Serve as focal point with suppliers
- Ensure that purchases are made in the best interests of the donor and AmCross

**Key qualifications:**

- University graduate in business, administration or related field;
- Minimum 5 years relevant work experience



**American  
Red Cross**

- Highly proficient in English and Vietnamese
- Prior NGO experience strongly preferred
- Commitment to the Red Cross mandate, principles and Movement
- Ability to work both independently and as a team member
- Strong communication, organizational and reporting skills
- Able to meet deadlines, working long hours and during weekend if required
- Strong computer skills (Microsoft word, excel, power point, Microsoft project and other basic applications).

Applicants should send a current resume and a cover letter in English containing the name and contact details of three recent supervisors/managers as well an indication of salary expectations (net per month in USD) to [amcrossvn@hotmail.com](mailto:amcrossvn@hotmail.com) by **5pm Friday, 4<sup>th</sup> May 2018**. Only qualified candidates will be contacted.

***The American Red Cross is an Equal Opportunity/Affirmative Action Employer.***