



Job Announcement

Position: Logistics Coordinator

AIDS Healthcare Foundation (AHF), based in Los Angeles, California, is the largest community-based provider of HIV/AIDS care and treatment in the United States. AHF provides and shares its expertise in health care systems and management of HIV/AIDS programs in resource poor settings globally. It has its presence in Asia Pacific, Latin America/Caribbean, Eastern Europe and Africa. AHF Asia Pacific Bureau Secretariat is located and based in Cambodia, which currently provides support to the HIV/AIDS treatment and management programs in India, China, Cambodia, Thailand, Nepal, and Vietnam.

AHF in Vietnam is focusing on the area of HIV/AIDS testing, care and treatment to save lives for people living with HIV/AIDS in the Country. We are currently looking for a candidate to fill the following position to support our office in Hanoi. Under the supervision of the Country Program Manager and as part of the Operations and Program Team, the Logistic Coordinator will perform the following tasks:

Responsibilities:

- Administer petty cash, process and file financial documentation;
- Secretarial work including typing, filing, taking notes at meetings, making appointments, maintaining databases, and other related secretarial tasks;
- Make travel arrangements for all staffs including hotel bookings, airplane tickets;
- Maintain office filing system; human resources system and documents;
- Ensure smooth functioning of the office premises and oversee office equipment and inventory tracking
- Vehicle and driver management;
- Responsible for logistics for meetings, workshops, trainings and other events;
- Liaising with national and international partners;
- Translation of correspondence and working materials from Vietnamese into English and vice versa;
- Serve as focal point with suppliers;
- Provide administrative support to Viet Nam office staff members when required;
- Other duties as required by Country Program Manager.

Key Qualifications:

- Minimum 2 years relevant work experience;
- Knowledge of the administrative procedures and tools required to support the Country Program Manager and team;
- Prior NGO experience strongly preferred;
- Ideal candidates will have prior experience in both administration and finance;
- Ability to work both independently and as a team member;
- Strong interpersonal and team working skills;
- Bachelor Degree in Language Studies, International Relations or Public Administration.
- Strong computer skills (Microsoft Word, Excel, Power Point, Microsoft Project and other basic applications)

Languages: Excellent knowledge of spoken and written Vietnamese and English

Duration of the post: One year contract, extensions will be depending on performance and availability of funds

Application Procedures: Interested persons should submit a letter of interest in English, a C.V and copies of education qualifications and others relevant certificates to: nguyenthu.hang@aidshhealth.org
No telephone contact.

Selection Process: Only short- listed applicants will be contacted for an interview.

Deadline for application: 15 Jan 2015

