

## **Administration and Events/communication Officer**

### **Introduction of the Center for Women in Politics and Public Administration (WiPPA)**

The Center for Women in Politics and Public Administration (WiPPA) is a newly established centre within the Ho Chi Minh National Academy of Politics and Public Administration. Ho Chi Minh National Academy of Politics and Public Administration is a long established and prestigious training institution for mid and high ranking leaders from local to central levels, playing an important role in promoting gender equality through its training programs, researches and advocacy for the Party and the State.

The key objective of WiPPA is to advance gender equality in Politics and Public Administration through in-depth research and training activities regarding women's political representation. Training courses on leadership and management provided at the Academy are sustainable due to sustained state budget and political commitment of the Academy's leaders.

Apart from providing training courses and capacity building activities for both men and women for the cause of gender equality and sustainability, WiPPA also takes on advocacy role for the Party and Government bodies through evidence-based researches in order to advance gender equality in public sector and increase women representative in leadership and management.

### **Mission**

WiPPA's mission is to collaborate with ministries, related agencies and bodies in contributing towards an equal and just society through the promotion of gender equality in the public sector.

### **Values**

WiPPA values equality, justice and freedom.

WiPPA believes in gender equality for a just society. When men and women achieve equal status, individuals will have the freedom to achieve their full potential to the benefit of society as a whole.

### **Vision**

By 2016, WiPPA will become a national center of excellence in the provision of training, mentoring, research, policy advice, and knowledge sharing with the aim of increasing the representation of women in politics and public administration and fostering leadership for a sustainable Vietnam.

Simultaneously, WiPPA aims at moving forward regional and international arena, turning into a prestigious center in the provision of programs and activities building capacities for women leaders and promoting gender equality in the public sector for countries in South East Asia and Africa in the period of 2013-2016.

WiPPA also will work with other established and renowned institutes, centers and universities interested in the same field to increase gender equality in the region and other parts of the world.

Center for WiPPA is recruiting a Vietnamese National for the **Administration and Events/communication Officer**.

Position: Administration and Events/communication Officer  
Education Assistant Location: Hanoi, Vietnam

Type: Full time

Term: Permanent

Salary: Government's salary plus allowance with other benefits (Social insurance and health insurance).

**Position Responsibility:**

Key Tasks

- Reception duties (phone, email)
- Letter writing
- Responsible for receipt and delivery of all documents
- Photocopying
- Manage the official certification/stamping process
- Staff the office each day (state times the office is open)
- Manage financial duties at events with the accountant
- Prepare facilities, logistics for meetings, events and workshops
- Purchase equipment and office products
- Maintain the office equipment and furniture
- Writing letters for visas, international scholars, facilitating international scholars trips to Vietnam (visa letters, airport pick-up, visa process)
- Prepare meeting agendas and distribute
- Prepare WiPPA documentation and distribute
- Advertise call for proposals or positions as consultants
- Prepare all gifts and flowers for different events
- Develop and distribute Tet cards
- Develop and maintain of list of core contacts
- Arrange travel arrangements (flights, hotel, local transport)
- Note taking when necessary
- Monthly report to Director of income/expenditures

- Develop event/activity reports with financial expenditures
- Oversee all payment procedures (for facilities, consultants, services etc)
- Prepare monthly accounting report to donors
- Prepare quarterly report of WiPPA accounts for HCMA
- Design monthly financial report
- Work with program managers to develop TORs and contracts
- Provide support (related to finances) to Program Manager on Knowledge Sharing on developing funding proposals

#### **Deliverables**

- Successful events (workshops, meetings)
- Smooth working in the office
- Monthly financial reports

#### **Required Skills**

- Vietnamese and English (fluent oral and written)
- Office organization
- Letter/email/report writing
- Use of excel
- Accounting
- Development of financial reports

#### **Required Knowledge**

- Event managements
- Letter writing
- Secretarial services
- HCMA processes, procedures, rules
- Implementing sound financial practices

#### **Qualifications & Personal Requirements:**

- University graduate or equivalent with at least 1 year of relevant work experience
- Dynamic, ability to manage and control the work;
- Good IT skills, especially the MS Office Package (MS Word, MS Excel, etc), etc.
- Fluent spoken and written English;

**Contacts:** Interested applications should send their CVs and application letter in English and Vietnamese to [hienthuluong@gmail.com](mailto:hienthuluong@gmail.com) by 12/11/2013 (November 12nd). For more information on the Center for Women in Politics and Public Administration, please refer to attached job description.

For more information to complete your CVs and application packet as required by the Ho Chi Minh National Academy of Politics and Public Administration (HCMA), please see <http://www.hcma.vn/TRANGCH%E1%BB%A6/tabid/36/ctl/Details/mid/877/ItemID/2463/Default.aspx>

Note: Only short listed applicants will be interviewed and the interview will be conducted in English and Vietnamese.