



The Vietnam Education Foundation (VEF) is an independent U.S. Federal Government agency created by the U.S. Congress in 2000 and funded annually by the U.S. Government through 2018. The mission of VEF is to strengthen the bilateral relationship between the United States and Vietnam by focusing on educational exchanges in the sciences (natural, physical, and environmental), engineering, mathematics, medicine, and technology (including information technology).

VEF is currently recruiting a Human Resources and Administration Specialist, who must be a Vietnamese national, to join the VEF team based in Hanoi.

The following description serves as a brief summary. PLEASE READ the detailed job description that lists the specific duties, responsibilities, qualifications, and requirements for the position at the VEF website (www.vef.gov) under Employment.

HUMAN RESOURCES AND ADMINISTRATION SPECIALIST

Job Description - Brief Summary

The Human Resources and Administration Specialist (HRAS) provides mainly human resources (HR) and administration support for the activities and operations of the Vietnam Education Foundation (VEF) Field Office in Hanoi while coordinating closely with, and providing any additional support to, the VEF U.S. Headquarters office. S/he reports directly to the Country Director (CD) in the VEF Hanoi Office. S/he works closely with the Administration Officer (AO) in the U.S. Headquarters office. The Executive Director (ED), located in the U.S. Headquarters, heads VEF.

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APPLICATION PROCEDURE

DEADLINE FOR RECEIPT OF APPLICATIONS: TUESDAY, DECEMBER 10, 2013

Please send the following by email: 1) a cover letter in English, specifying how you meet the qualifications (as stated in the online job description); and 2) your resume in English with your full contact information, including an email address, to the following **TWO** email addresses **by Tuesday, December 10, 2013**:

- 1. TalentNet Corporation**
Unit 506, International Center Building, 17 Ngo Quyen, Hanoi
Email: nguyen.t.hai.yen@talentnet.vn
- 2. Vietnam Education Foundation**
Room 502, Hanoi Towers, 49 Hai Ba Trung, Hanoi

Email: recruitment@vef.gov

Please indicate “VEF” and the title of the position for which you are applying in the subject line of the email.

Date of hire: Immediate

The position will remain open until filled.

PLEASE - No follow-up phone calls or inquiries to VEF.

Short-listed candidates will be interviewed by phone by the VEF interview team. Successful candidates of the phone interview round will be invited for a face-to-face interview at the VEF Hanoi Office.

As a finalist, you will be required to provide VEF with copies in English of your university transcripts, diplomas, and three letters of recommendation, which reflect your professional qualifications. At the face-to-face interview, you are required to give a 15-minute power point presentation on (1) your understanding of the required qualifications and skills of the VEF Human Resources and Administration post with focus on the technical components and (2) your relevant experiences and skills which you will apply to carry the duties of this position. This is followed by a 30 - 45 minute Q&A session. As part of the selection process, you will then have 45 minutes to do assignment using MS Office.

THE VIETNAM EDUCATION FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER.

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