

## International Rice Research Institute - Vietnam Office Recruiting an Associate Manager in Hanoi, Vietnam.

The International Rice Research Institute (IRRI), is a nonprofit independent research and training organization. IRRI is a member of the the Consultative Group on International Agricultural Research (CGIAR). IRRI's goals contribute to the [United Nations Millennium Development Goals](#) to eradicate extreme poverty and hunger and ensure environmental sustainability. They are also aligned with the objectives of the [Global Rice Science Partnership](#) that help deliver internationally coordinated research effectively and efficiently with our partners. IRRI has its headquarters in Los Baños, the Philippines and works in all Asia, Africa and Latin America.

### The Position

The position, under the supervision of the CCAFS Regional Program Leader and IRRI Representative, will handle the day-to-day operational activities of the CCAFS and IRRI-Vietnam Office such as: 1)the delivery of services, goods; implementation of new processes, policies and guidelines;. establish and sustain partnerships with stakeholders; prepare reports for submission to supervisor and/or stakeholders;and manage financial resources and identify developmental initiatives for the CCAFS and *IRRI-Vietnam Office* to optimize productivity and achievement of goals. The successful candidate will be expected to perform the summary tasks as follows:

#### Task 1: Manage the day-to-day operational activities of a CCAFS and IRRI-Vietnam Office

- Plan, supervise and monitor the timely, efficient and effective implementation operational activities related to the IRRI-Vietnam Office, including CCAFS administration
- Review existing processes, policies and guidelines and recommend new ones to ensure efficient performances within the IVO and CCAFS
- Supervise the implementation of strategic changes approved by the management
- Lead and monitor the acquisition of resources (including procurement and inventory) as well as the compliance to standards and other legal requirements
- Finalize administrative documents for review and approval by supervisor
- Compile and maintain updated information, databases and reports related to IRRI's field of work
- Arrange travel and other visit requirements of IRRI-Vietnam/CCAFS scientists and NARES partners to IRRI sponsored activities, and IRRI staff, and guest visiting the country
- Act as officer-in-charge during the absence of the IRRI Representative

#### Task 2: Budget management and financial accounting

- Manage financial resources of office, including budget allocation; approval of expenditures(plus preparing payment vouchers); petty cash maintenance, fund transfer, and disbursement
- Monitor and evaluate handling of financial resources to guarantee sustainable operations towards full cost recovery
- Ensure timely submission of financial reports to IRRI Headquarters

#### Task 3: Reporting

- Prepare reports for submission to supervisor and/or stakeholders (e.g. country office/reports / project reports/monthly reports)
- Provide administrative and/or technical advice related to CCAFS

#### Task 4: Coordination and Liaison

- Establish and sustain partnerships with various stakeholders (e.g. collaborators, community leaders, publishers, service providers, donors, visitors, consortium members, NARES, universities) for program, product development, funding and other official matters
- Interact closely with government agencies and other local partners on their requests and/or feedback feed
- Support IRRI's resource generation and public awareness initiatives and activities in the country

#### Task 5: Internal/external Communication and event management

- Acts as focal person for the office's communication with high level representatives from external agencies and organizations when required
- Draft replies to correspondence received on behalf of the CCAFS RPL and IRRI Representative
- Provide secretarial support to IRRI sponsored activities (e.g. meetings, workshops)
- Organize meetings (either face-to-face or WebEx), organize high level events, provide background information, prepare agenda items, draft minutes, and conduct follow-up actions in coordination with IRRI Representative
- Act as focal point for participants of meetings with relevant units in IRRI

#### Task 6: HR management and others

- Manage staff's requirements, activities and work allocation
- Provide performance feedback of staff to supervisor and suggest developmental initiatives to optimize productivity and achievement of goals
- Other task as needed

**Qualifications and Skills Required:**

- A permanent resident of Vietnam A bachelor's degree in Business Administration, Management, Accountancy or related fields with 7 years or relevant work experience or Masters in Business Administration, Management with 5 years relevant work experience
- Experience in supervising a team
- Has worked in a (Project) Management environment
- Has proven experience in forging partnerships
- Client-oriented
- Strong oral and written communication and interpersonal skills with excellent command of written and spoken English
- Excellent organizational skills
- Good knowledge in using MS Office suite, especially Word, Excel, PowerPoint
- Experience working for an international organization

**Terms of offer**

- This is a Nationally Professional Fixed Term position with a competitive salary and benefits package.
- The contract is for a period of 3 (three) years, with high possibility of renewal, subject to 3 (three) months probation period, assessment of performance and availability of resources.
- Opportunity for professional training
- The selected applicant will assume the position as soon as possible which is expected in early February, 2014

Please submit your application with relevant qualifications, experiences, reference and a recent photograph in MS Word or pdf format (Max. 500 kb), not later than **05 January 2014** to **ICRAF Vietnam Office** via **Email: [icraf-vietnam@cgiar.org](mailto:icraf-vietnam@cgiar.org)**

Only short-listed applicants meeting the requirements stated above will be contacted.

IRRI believes that staff diversity promotes excellence, and strongly encourages women to apply. We invite you to learn more about IRRI at our web site: <http://www.irri.org>