



Job Announcement

SUMMARY

The American Red Cross (ARC) 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, ARC 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, Hai Phong, Thai Nguyen, Nam Dinh, Ha Tinh, Quang Nam, Quang Ngai, and Long An. Our portfolio includes HIV/AIDS Prevention, Care and Support, urban and rural Disaster Risk Reduction, Climate Change Adaptation and Emergency Relief.

We are looking for an experienced and enthusiastic person to fill the position of Temporary Administrative Officer based in our Hanoi office.

Title: Temporary Administrative Officer
Location: Hanoi
Contract duration: 8 months with possible extension
Reports to: Country Representative
Expected start date: 1st September 2014

Primary Duties:

- Process and maintain administrative and Human Resources documents and filing system
- Maintain office filing system/storage
- Draft administrative and distribute correspondence
- Assure adherence to internal rules and regulations
- Ensure smooth functioning of the office premises and oversee office equipment and inventory tracking
- Vehicle and driver management
- 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
- Perform project and office level procurements
- Track and coordinate contract renewals
- Serve as focal point with suppliers
- Provide oral and written Vietnamese and English translation as required



- Process visa/residential card and work permit for Country Representative and other delegates as required
- Other duties as required

Key qualifications:

- University graduate
- Minimum 2 years relevant work experience
- 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 by 5pm Monday, 30th June 2014. Only qualified candidates will be contacted.

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