

Recruitment and Vacancy Announcement

The International Livestock Research Institute (ILRI) is one of the 15 CGIAR centers working across the globe on agriculture research and development. The CGIAR (www.cgiar.org) is a global partnership that unites organizations engaged in research for a food-secure future.

ILRI envisions a world where all people have access to enough food and livelihood options to fulfil their potential. ILRI's mission is to improve food and nutritional security and to reduce poverty in developing countries through research for efficient, safe and sustainable use of livestock—ensuring better lives through livestock.

To meet the needs of an expanding portfolio of research activities and partnerships in Vietnam, ILRI is seeking for a capable, open-minded, dynamic and energetic Administrative Officer. This nationally recruited position will be based in Hanoi, Vietnam to provide administrative support to ILRI's growing team based in Vietnam as well as in the East and Southeast Asia region.

MAIN DUTIES (TERMS OF REFERENCE)

Task 1. Manage administration function

- 1.1. Handle reception activities:
 - Welcome and receive visitors/guests;
 - Pick up incoming phone calls and take messages;
 - Manage the in/out fax transmission and letters;
 - Maintain contacts list.
- 1.2. Ensure the proper functioning of administration unit:
 - Manage filing system and document files of the office;
 - Contact local authorities/suppliers/contractors as needed;
 - Assist the project leader or his/her designate in assessing and managing administrative needs of the project and office;
 - Handle logistics for workshops/travelers/visitors including visas and ticket arrangements;
 - Maintain staff attendance records, NRS leave records, and leave balances for all staff;
 - Handle Travel Authorization for project staff;
 - Maintain library and supplies record keeping and updating.
- 1.3. Provide secretarial support to the office. This includes taking minutes during meetings and disseminate after approval;
- 1.4. Translation of documents and other simple correspondence as needed;
- 1.5. Assist in organizing and arranging logistics for national and international workshops, meetings and visits from headquarters and partner organizations.

Task 2. Assist in finance and accounting function

- 2.1. Arrange payments for building services, other service suppliers, and keep receipts and copies of invoices;
- 2.2. Handle payment and other transactions with bank or tax authority as required;
- 2.3. Follow-up cash advances and their clearance;
- 2.4. Responsible for bookkeeping and work as cashier;
- 2.5. Prepare petty cash reports.

MINIMUM REQUIREMENT

- Vietnamese nationality
- Bachelor's degree in Business Administration, Management, Accountancy or related fields;
- At least three years' work experience in admin and finance environment;
- Proficiency in using MS Office suite, especially Word, Excel, PowerPoint;
- Client-oriented and strong interpersonal skills;
- Strong oral and written communication skills with excellent command of written and spoken English;
- Self-directed, organized and flexible;
- Willingness to undertake frequent local travel, as may be assigned;
- Experience working for an international organization is an advantage.

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 **22 September 2014**, via Email: icraf-vietnam@cgiar.org . Applicants should indicate **"Application – ILRI Administrative Officer"** on their application letters and email submissions. Only short-listed applicants meeting the requirements stated above will be contacted.

ILRI believes that staff diversity promotes excellence, and strongly encourages women to apply. We invite you to learn more about ILRI at our web site: www.ilri.org