



World Agroforestry Centre – Vietnam Office Recruiting a Human Resource and Finance Assistant in Hanoi, Vietnam.

The World Agroforestry Centre (ICRAF) is one of a network of the Global Research Partnership for a Food-secure Future (CGIAR). As a global leader in agroforestry research and development, ICRAF's ultimate purpose is to improve human welfare by reducing poverty, increasing cash income, improving food and nutritional security, and increasing environmental resilience through improved agroforestry systems. ICRAF has its headquarters in Nairobi, Kenya and works in 21 countries throughout Africa, Asia and Latin America.

The Position

As a result of expanding work in different projects and CGIAR Research Programs (CRPs), ICRAF Vietnam is seeking an open-minded, dynamic and energetic **Human Resource and Finance Assistant (HR&FA)**. Under supervision of Vietnam Country Administrator, the HR&FA will work with corporate services team to provide HR and financial service to the different projects and CRP researches. Her/his main duties and responsibilities as follows.

Duties and Responsibilities

Task 1. Support to Finance

- 1.1. Handle Travel Authorization and Travel Expense Report of project staff
- 1.2. Follow-up cash advance and its clearance;
- 1.3. Manage daily office payments and supervise cooking and cleaning services
- 1.4. Assist in photocopying or filing accounting documents and vouchers;
- 1.5. Ensure that databases of asset information are in place including inventory and asset-tagging;
- 1.6. Contact/paper drop to/with Bank, tax authority as requested;

Task 2. HR/Staff benefit and payroll

- 2.1 Responsible for recording attendance, leave records, and staff monthly report;
- 2.2 Prepare monthly payroll and benefits for all staffs and consultants
- 2.3 Assist staff recruitment: announcement, screening, filing and updating applicants database; contacting and arranging interviews; this seems to be admin function.
- 2.4 Assist in following up pension program and health insurance for staff, Personal Income Tax (PIT); social insurance reports with local authorities as regulated by Vietnam Government;
- 2.5 Maintain proper staff profiles and database at the office

Qualifications and Skills Required:

- Be a Vietnamese national
- Bachelor degree in finance, accounting, business administration or related discipline
- At least 2-year experience in finance, accounting, administration or related field
- Self-directed; well organized; flexible
- Able to manage a range of activities to deadlines
- Excellent command of written and spoken English
- Excellent interpersonal skills and ability to work well in multicultural teams
- Able to generate creative, practical approaches to overcome challenging situations
- Willingness to undertake frequent travel
- Experience in international NGO is a merit

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 2 (two) years, with high possibility of renewal, subject to 3 (three) month probation period, assessment of performance and availability of resources.
- Opportunity for professional training

How to apply

Applications for the position must include:

- A cover letter illustrating your suitability for the position against the listed requirements
- A detailed curriculum vitae with publication records.
- The names and addresses of three referees, including telephone, and email address.

All correspondence should be addressed to the World Agroforestry Centre (ICRAF) Office Hanoi, at No. 17A, Nguyen Khang street, Trung Hoa ward, Cau Giay District, Hanoi, Vietnam OR via email: ICRAF-VIETNAM@CGIAR.ORG. Applicants should indicate **“Application – HR and Finance Assistant”** on their application letters and email submissions.

Applications will be considered **until 30th October 2014**.

Please note that only short-listed applicants will be contacted.

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

www.worldagroforestry.org/regions/southeast_asia/vietnam