

JOB TITLE

Administrative Intern

Period: 6 months, from 1 November 2015
Report directly to: Office Manager, Vietnam
Duty station: ILRI Vietnam, Hanoi office

TERMS OF REFERENCE

The International Livestock Research Institute (ILRI www.ilri.org) 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 fulfill 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 an Administrative Intern. This position will be based in Hanoi office to perform a supportive role in covering administrative needs of the office.

MAJOR TASKS AND ACTIVITIES:

Assist Office Manager in the following tasks:

- Manage filing system and document files of the office;
- Go to banks/ tax department/ social health insurance department to submit documents
- Provide logistics support for workshops/travelers/visitors including hotel accommodation, car rental and ticket arrangements;
- Manage office supplies
- Support in making payments for office bills, other service suppliers, and keep receipts and copies of invoices;
- Other tasks as assigned to assist Office Manager to ensure smooth running of the office.

SKILLS/KNOWLEDGE REQUIRED:

- University graduate or currently in a degree program to which this internship would contribute;
- Good knowledge of English (speaking and writing)
- Good literacy with major computer applications;
- Client-oriented and strong interpersonal skills;
- Self-directed, organized and flexible;
- Working experience with international organizations or NGO(s) preferable.

Interested candidates may apply by sending a CV and Letter of Interest no later than 16 Oct 2015 to ILRI-Vietnam@cgiar.org. Only short-listed candidate will be contacted for interviews.

Hanoi office

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