



Governance for Inclusive Growth Program

Updated: 22 OCT, 2015

TERMS OF REFERENCE

Position Title: Executive Assistant

Position Description: As a long-term position, the Executive Assistant will support the Operations Director, Deputy Program Directors, and Program Director in producing key reports, correspondence, and other documents for the USAID Governance for Inclusive Growth (GIG) Program.

Implementation of the Program requires frequent reporting and correspondence with the Government of Vietnam counterparts and the US Agency for International Development (USAID), which funds the GIG Program.

Reports to: The Executive Assistant reports to the Program Director. However, this position will liaise on a daily basis with the Deputy Program Directors and Operations Director to support the effective production and management of program documents.

Main place of work: The Program office is in Hanoi, Vietnam. Travel may be required occasionally in support of the administrative team.

BACKGROUND

The USAID Governance for Inclusive Growth (GIG) Program (the Program) aims to assist Vietnam's efforts to achieve sustainable and equitable economic growth by working with the Government of Vietnam, its private sector, and civil society organizations to maintain the momentum in expanding market reforms, institutional modernization, and global integration in trade. Further, the Program strives to ensure that growth reaches all segments of Vietnam's population by implementing targeted initiatives to address the unique challenges faced by historically disadvantaged and vulnerable groups, as well as to empower women.

The Program has five high-level objectives:

1. Increased trade and investment



2. Enhanced private sector competitiveness
3. Strengthened rule of law and judicial effectiveness
4. More effective public administration and financial management
5. Greater social and economic inclusion for all citizens

The Program will provide technical assistance, training, and other direct support to the government, led by the prime program partner, the Ministry of Justice (MOJ), to strengthen policy-making, implementation, oversight, performance management, and other accountability mechanisms. It will promote greater exchange, networking, and sharing of information nationwide within and between the government, private sector, and civil society organizations, including social organizations, research centers and universities. Program activities will include, but not be limited to: providing training programs and workshops, data collection and analyses, public awareness forums and communications campaigns; technical assistance particularly in relation to Vietnam's commitments under the Trans-Pacific Partnership (TPP); grants to empower and increase economic participation of women, ethnic minorities, and other vulnerable groups; and facilitation of innovative partnerships with the business community.

The Expected Results of the program are:

- ER 1: A clear and transparent legal and regulatory framework
- ER 2: Improved accountability of public institutions
- ER 3: Improved inclusion and expanded opportunities for vulnerable populations

INDICATIVE RESPONSIBILITIES OF THE POSITION

Responsibilities of the Executive Assistant include:

- Liaise on a daily basis with the Deputy Program Directors and Program Director to support the effective production and management of program documents.
- Coordinate with other staff, including the Public Outreach Director and Reporting Manager to ensure consistent look and presentation style of all reports, documents, and correspondence from the project leadership.
- Provide quality control to ensure that reports, documents, and correspondence are well written and professional in appearance.
- Support formatting of documents
- Monitor version control and filing of final documents, including management of a chronological correspondence file.
- Other duties as assigned.

QUALIFICATIONS AND KEY COMPETENCIES

- Fluent written and spoken Vietnamese required.
- Excellent written and spoken English required.



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- Demonstrated experience in producing correspondence, reports, and other documents.
- Experience working with the Government of Vietnam, USAID or another international development organization preferred.
- Good inter-personal and communications skills; excellent written communication and reporting skills, as demonstrated through work experience and products.
- Proven ability to work well in a multi-cultural setting, and as part of an integrated team.
- Demonstrated leadership, versatility, and integrity.

EXPERIENCE AND EDUCATION

- Bachelor's degree in a relevant field required.

HOW TO APPLY

Applications will be reviewed on a rolling basis but the position will remain open until filled. Early application before Monday, November 30, 2015 is encouraged. To apply, please submit an expression of interest and CV only to HR@VietnamGIG.com. Other supporting documents are not required until the final round of interview. Please include the position of interest in the subject line email following this format: Application - Name of position – Your full name. Only short-listed candidates will be contacted. No telephone inquiries please.