

JOB DESCRIPTION

Administration Officer

Job title:	Administration Officer
Location:	Hanoi
Starting date:	Feb 2016
Job summary:	This position's overall responsibility is to support the appropriate and professional operation of TT's office. In particular, the Administration Officer will be responsible for specific aspects of administration as per the duties outlined below
Reporting to:	Finance and Administration Manager
Position type:	Vietnamese national post, full-time (5 working days/week).
Contract duration:	One year contract, with the possibility of extension (subject to performance)

Background Information

Transparency International (TI) is the global civil society organisation working to stop corruption. TI works through National Chapters, National Contacts and other partners in more than 100 countries. Its international secretariat (TI-S) is based in Berlin, Germany.

Towards Transparency (TT) was established in November 2008 as a Vietnamese non-profit and non-state consulting company. In March 2009, TT became the National Contact of Transparency International (TI) in Vietnam and since then has been supporting the TI-S in designing and executing TI Vietnam Programmes 2009-2012, 2013-2015 and the upcoming 2016-2018. TI/TT's activities are aimed to contribute to effective implementation of anti-corruption policies and practice in the public sector, private sector and society towards reducing corruption in the country.

Currently TT is looking for an **Administration Officer** to support the appropriate and professional operation of TT's office. It provides an exciting opportunity for the right candidate to make a significant contribution to the success of TI/TT's work in Vietnam.

Position title	Administration Officer
Responsibilities	<p><i>Office administration and logistics</i></p> <ul style="list-style-type: none"> • Greet guests to the office; • Answer incoming telephone calls and arrange outgoing calls when requested; • Manage incoming/outgoing mails/faxes and circulate/distribute them accordingly; • Be responsible for daily office administration issues, visa arrangement, work permit for expatriates; • Handle paper works with concerned government agencies; • Provide logistic supports for TT staff's fieldtrips (booking air ticket, accommodation, transportation) and events organization (meetings, workshops, etc.); • Set up and manage the organizational filing system; • Monitor and update staff leave records; • Handle/manage contracting with and supervision of cleaning personnel, IT person and other service provider(s); • Be responsible for office/programme equipment and supplies procurement (including printing; production of promotional items; translation/interpretation services); • Be responsible for operation, management and maintenance of office equipment and supplies; • Manage and provide regular update of the office's assets inventory; • Assist in compiling and updating office's forms/templates; • Other administration tasks as required and assigned by line manager. <p><i>Interpretation and Translation</i></p> <ul style="list-style-type: none"> • Undertake translation and interpretation when needed (English/Vietnamese).
Reporting line	To the Finance and Administration Manager
Job requirements	<p><i>Skills and qualifications:</i></p> <ul style="list-style-type: none"> • University Degree in Social sciences, Public Administration, Business Administration, Development Studies, Law or other relevant fields; • At least 2 years of relevant working experience, ideally in an NGO environment; • Knowledge of TI/TT approach and work in Vietnam is a strong advantage; • Excellent English and Vietnamese skills (written and spoken); • Strong IT and computer skills. <p><i>Personal qualities:</i></p> <ul style="list-style-type: none"> • Strong and demonstrated interest and commitment to anti-corruption; • A reputation for and commitment to integrity and honesty; • Attentive to detail, diligent and reliable; • Comfortable working to tight deadlines at a high level of quality; • Open-minded and willing to learn and apply new concepts; • A team player with strong interpersonal, inter-cultural and communication skills.
Gross annual salary package	<p>140,000,000 VND – 200,000,000 VND, depending on experience and qualification. The package is:</p> <ul style="list-style-type: none"> • inclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed as well as personal income tax (PIT) paid by the employee; • exclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed by the employer.
Deadline and application details	<p>Interested candidates should send their motivation letter, CV and contact details of 3 references in English to job_admin.officer@towardstransparency.vn The application should be sent as attachment(s) and clearly marked "Administration Officer" in the email title. The closing date for applications is 20th January 2016. Only shortlisted candidates will be notified.</p>