



Governance for Inclusive Growth Program

Updated: 09 Aug, 2016

TERMS OF REFERENCE

Position Title: Admin Officer
Position Description: Full time position responsible for Admin Officer work
Reports to: Operations Director
Main place of work: Hanoi, Vietnam
Period of employment: One year contract with possible extension

BACKGROUND

The USAID Governance for Inclusive Growth (GIG) Program supports 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 (ERs) 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

The Admin Officer will:

- Respond in a timely manner to procurement requests as approved by the senior staff.
- Work directly with local or regional vendors and service providers to obtain quotations and/or initiate procurements of requested commodities and services.
- Make efforts where possible to streamline the procurement process through establishing appropriate agreements with vendors.
- Monitor contracts and purchase orders issued to vendors and follow up as necessary to ensure compliance to terms and conditions.
- Maintain the overall integrity of the procurement filing system by ensuring that appropriate documentation is included in each procurement file.
- Provide procurement status reports and inventory summaries as requested by project staff.
- Travel as required to provide logistical and administrative support to program events.
- Monitor contracts and purchase orders issued to vendors and follow up as necessary to ensure compliance to terms and conditions.
- Ensure proper filling of all procurement documents for easy access and retrieval of information.
- Manage the procurement databank, including the vendor roster, vendor contacts, purchase order tracking logs, price lists, etc.
- Assist with the project's commodity management tracking system and to provide accurate information to Operations Director for office inventory.
- Assist with other program-related tasks as delegated by supervisor

PLACES OF WORK

The main place of work will be at the Program office in Hanoi, Vietnam. Travel inside the country is expected as required by program activities. Work and travel will be in compliance with the policies and procedures of the Program.

QUALIFICATIONS AND KEY COMPETENCIES

The Admin Officer shall meet the following requirements:

- At least two years of relevant experience in Vietnam is required.
- In depth knowledge of and experience with proper procurement protocols. Experience working with USAID's rules and regulations on procurement is preferred.
- Ability to work in a professional and cordial manner with fellow staff members, visitors, partner institutions including international and local NGOs, governmental entities, support organizations, and the general public.
- Ability to work independently with minimal supervision, to prioritize multiple work assignments in an extremely fast-paced environment, to meet deadlines, and to exercise good, professional judgment that reflects positively on the image and communicates the established program message of the GIG program.
- Ability to effectively use computer software including word processing and basic spreadsheet applications.

HOW TO APPLY

Applications will be reviewed on a rolling basis but this application window will close on COB August 19, 2016. To apply, please submit a cover letter and CV only to HR@VietnamGIG.com. Other supporting documents are not required until the final round of interview. Please include the position title 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.