



TERMS OF REFERENCE

Position Title:	Administrative Officer
Position Description:	One year contract responsible for administrative support to technical teams on the USAID GIG Program in the areas of trade, legal and regulatory reform, accountability, and inclusive growth
Reports to:	Technical team leader as assigned
Main place of work:	Hanoi, Vietnam

BACKGROUND

Driven by USAID’s Country Development Cooperation Strategy for Vietnam 2014-2018, the USAID GIG Growth (the “Program”) works with the public and private sectors in Vietnam to enhance areas of governance to facilitate broader-based growth, with an emphasis on improving the regulatory environment, systems for accountability, and inclusion.

The Program, working in cooperation with the Government of Vietnam (GVN), seeks to sustain the momentum of reforms in expansion of market reforms, institutional modernization, and global integration. Furthermore, the Program strives to ensure that growth reaches all segments of the Vietnamese population by implementing targeted initiatives to address unique challenges faced by historically disadvantaged and vulnerable groups, including 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 provides technical assistance, training, and other direct support to defined counterparts, led by the Ministry of Justice (MOJ), to strengthen reforms in support of the five high-level objectives. The Program promotes greater exchange, networking, and sharing of information nationwide within and between the government, private sector, civil society organizations, research centers, universities, and other donors.

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 Administrative Officer (Officer) will provide administrative support to GIG Program technical teams, in cooperation with Senior Administrative Officers. The Officer will report directly to the team leader of a technical team to which s/he is assigned by the Program Director and support the Office and Human Resources Manager. Principal duties and responsibilities, in cooperation with Senior Administrative Officers, will include:

- Support their respective Component Team with the preparation of travel authorization, procurement authorization, and other administrative needs as required;
- Coordinate with and support the administrative needs of local and international consultants working with the Component Team activities at events and other activities;
- Support their respective Component Team and counterparts with necessary travel needs;
- Prepare and manage budgets for each activity assigned to their respective Component Team per approved DTAs or other agreement, grants, and/or subcontracts;
- Support the Component Team activities remain within budget, including costs of events, consultants, and other costs and alert team leads of any possibility of budget increase;
- Provide bi-weekly updates to the finance team on all event-related rough cost and budget performance;
- Set up and manage events, field trips, surveys, technical meetings, and other activities assigned to their respective Component Team.
- Ensure that events are kept on schedule, well planned and organized, and within budget;
- Coordinate effectively with the technical members of each Component Team, translators/interpreters, and vendors, i.e., coordinating each event or other activity;
- Support Component Team Program Manager in coordinating directly and effectively with government counterparts in preparing and managing expectations for each event, including cost share and other financial issues;
- Manage distribution of materials, travel, and payments at events and provide support on other activities when attending events;
- Following implementation of each event or other activity, prepare purchase order modifications (POMs) and follow-up with Component Team members, government counterparts, translators/interpreters, and vendors as necessary to ensure compliance with terms and conditions, including that the event is kept within budget;
- Coordinate directly with the GIG Program's procurement staff and work directly with local or regional vendors and service providers to manage vendor services, including providing support to streamline and ensure cost effectiveness of procurement processes and providing guidance to technical Component Team members;
- Maintain accurate and complete records for all Component Team activities;
- Coordinate with the home office and USAID as required; and
- Assume other responsibilities as assigned by the Program Director and Office and HR Manager, and as documented in an addendum to this scope of work.

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

- College/university degree in a relevant field such as office administration, English or related field;
- At least 1 year working experience relevant to the post preferred;
- Fluency in Vietnamese and English, including excellent reading, writing and speaking skills.
- Computer skills and experience on formatting/editing documents (excel, word, power point, outlook) are required;
- Cheerful attitude, detail-oriented, excellent interpersonal and communication skills and ability to work as a both a member and leader of a team;
- Demonstrated ability to work independently, prioritize tasks, take initiative; and solve problems.

HOW TO APPLY

Applications will be reviewed on a rolling basis and the position will remain open until filled. Early applications by **October 5th, 2017** are strongly encouraged. 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.