

VVOB vacancies announcement

Context

VVOB – Education for Development is a Belgian organization that seeks to contribute to poverty reduction and to a fairer world with increased opportunities for all. Our main objective is to sustainably improve the quality, efficiency and effectiveness of education and training in developing countries.

Currently, VVOB Vietnam is implementing 1 programme and two projects:

1. Programme: “Mitigating Preschool Children’s Barriers to Learning in Disadvantaged and Ethnically Diverse Districts”- BAMl in Quang Nam, Quang Ngai, Kon Tum provinces (2018-2021)
2. Project: “GENder-responsive Teaching and Learning in the Early years”- GENTLE in Quang Nam and Quang Ngai provinces (6/2018-5/2021)
3. Project: “Communities of practice Inspiring Teaching Innovations in the early Education System in Vietnam”- CITIES in Danang city (6/2019-5/2020)

Position

VVOB Vietnam is currently looking for qualified candidates for following positions:

1 Financial Officer

1 Admin assistant

1. Financial Officer: 01 person

Key Responsibilities

Manage bank and cash

- Review timely the cash position for local accounts to ensure sufficient funds on hand for disbursements.
- Proceed timely payments to partners and providers including cash payments and online banking payments
- Monitor timely the bank balances to ensure the minimum balances and inform monthly the financial team of Head Office
- Prepare timely the monthly/quarterly cashflow forecast
- Record the financial transactions in the global accounting system

Administer the budget, contract management system, and inventory asset lists

- Track the implementation of budget and contracts
- Manage the inventory asset lists

Provide accounting and administrative support

- Receive goods and services according to signed contracts
- Control properly the supporting documents for payments
- Other accounting and admin support in the office when necessary

Required Skills and Experience

Essential:

- Bachelor on accounting
- Good written and spoken English
- At least 3 years of relevant work experience in double bookkeeping
- Experience with advising and supporting others in accounting related issues

- Ability to work independently, follow guidelines, respect deadlines and guarantee high quality of work.

Desirable:

- Experience with working in a multicultural and multi-donor environment
- Experience in development sector or nonprofit sector

2. Admin assistant: 01 person

Key responsibilities:

Provide an administrative and logistic support to the projects:

- Preparing and follow up on activity logistics for projects, such as arranging meeting venues, sending invitation letters for activities, transport and accommodation arrangements
- Conduct administrative duties for the project implementation

Provide an administrative and logistic support to the office

- Preparing and follow up on office logistics such as stock management, maintenance of equipment in coordination with the admin officer
- General office management (responding office phone, reception of visitors, compiling and updating address database, correspondence, administration filing system, ...)

Provide other support as requested

Required Skills and Experience

Essential:

- Diploma in secretarial studies or degree related to office administration
- At least two years of relevant work experience in a similar position
- Basic knowledge of accounting and procurement
- Good computer skills (word processing, excel, power point, Internet tools)
- Good written and spoken English

Desirable:

- Experience in development sector or nonprofit sector
- Experience with working in a multicultural and multi-donor environment

Starting date and working location:

Start date is 01/04/2019 in VVOB's office in Da Nang.

Contract duration and benefit:

The contract will be at least 2 years and its extension will depend on the budget availability.

Selected candidate will be offered a friendly and creative working environment, a good benefit package including the social insurance according to the government scheme and additional insurance for staff and family, 30 days of annual leave and several professional development opportunities.

VVOB is committed to supporting its staff to achieve their maximum potential and will provide opportunities for professional development for the successful candidate, along with an attractive remuneration package.

To apply please send cover letter and detailed CV in English with at least 3 references to:

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Mrs. Nguyen Phuong Anh- Deputy Programme Manager, phuonganh.n@vvob.be
Subject: Application for the position title

Please do not send certificates. Closing date for submission is **11 March 2019 (before 9am)**. While we thank all applicants for their interest, only shortlisted candidates will be contacted.

VVOB is an Equal Opportunity Employer fully committed to achieving a diverse workforce

