



**Plan International Vietnam
Job Description**

Job Title: Administration Coordinator	Job grade: D1
Reports to: Finance & Operation Manager	Working Location: Country Office
Unit/ Department: Administration	Effective date:
Staff directly supervised (position): Logistic Officer	

Purpose: The Administration Coordinator is to support the country management team (CMT) in administration works. The position coordinates the administration, logistic works and procurement in the country office.

Job Responsibilities

Overall responsible for admin/logistic works at Country Office (CO) office to ensure smoothly and efficiently operation of Plan Vietnam Country office, leading CO admin team to provide administrative support to CMT and CO staff at the following areas of work:

Ensures that Plan International's global policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) and Security policies and procedures, Risk management are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures

1. Support administrative application procedures for the country office

- Manage application for renewal of Plan's operation permit.
- Manage and facilitate the processes of application for passport, visa and other related procedures for visitors and foreign staff.
- Support in managing lease agreement for working place and accommodation for expatriates.
- Facilitate formalities of receiving and dispatching of items from and to other areas.
- Review Plan's Vietnam administrative policies and practices and propose CMT for changes/revision where and when necessary. Leading the revision process of administrative policies and procedures.
- Follow up with the recommendation of risk management team in admin, logistic and procurement areas

2. Coordinating for the management of office, equipment and supplies

- Leading the process of procurement for office equipment and supplies at CO
- Overall in charge of office maintenance, repair of office equipment and providing office supplies.
- Being focal person to contact with the office's landlord for any matter relating to CO's office renting and service

- Overall in charge of Plan Vietnam's fixed assets system (updating and reporting), fixed asset management (including annual fixed asset verification, disposal and transfer). Coordinate and support Program Units (PU) in fixed assets/vehicle related works.
- Regular review of CO's and PUs fixed asset management and provide CMT recommendations for assets additional, transfer, disposal for more efficiency.

3. Coordinate for administration works in the country office

Leading CO admin team to properly complete the following works on time manner and with good quality:

- Office moving and set up/re-arrangement at CO
- Ensure working place is organized in tidy and security manners
- Attendance records and leave records of staff at the CO
- Facilitate visitors and guests visit to the country office (logistic works)
- Ensure incoming and outgoing phone calls and fax

4. Logistic supports

- Coordinate for logistic arrangement and support for workshop, networking, meeting and training events organized by the CO
- Logistic support for Plan Vietnam's annual staff meeting (lead by CO)
- Support in country and overseas travel management for staff: hotel reservation and transportation arrangement/ booking, travel report to Regional Office (ARO)

5. Staff management and coaching

- Supervise admin team to ensure they complete their job and contribute to the achievement of CO Admin's Key Performance Objectives (KPO)
- Provide regular coaching, mentoring and training (formal and on the job training) for CO admin staff on admin and logistic works.
- Develop KPOs for staff, prepare interim and final performance appraisal for staff

6. Networking

- Participate in ARO admin network meeting
- Coordinate for Area Logistic Officers (ALO) network meeting in Plan Vietnam, enhance best practice sharing and lesson learnt sharing among ALO network
- Regular training and build capacity for ALO network
- Coordinate with other departments at CO relating to admin/logistic requirements if necessary.

7. Focal point for security of Plan Vietnam

- Update security risks assessment and all Security and Safety Operating Procedures
- Conduct security brief for visitors
- Ensure all assets and vehicles are covered by risk assessment and insurance coverage if necessary

Qualifications:

- University degree or equivalent in relevant field

Experience:

- At least 5 years experience in admin/logistic works, of which at least three should have been spent in administration position in the development sector.
- Experience of working with and advocating government authorities.
- Experience in coaching, training and facilitation

Knowledge and skills:

- Excellent level of English, both oral and written
- Negotiation skills at an advanced level.
- Administrative skills.
- Excellent interpersonal skills
- Leadership skill and ability to build and manage teams.
- Public relations and representation skills at an advanced level.
- High level of computer proficiency.

We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

LINE MANAGER

Name:

Signature:

Date:

I have read the Job Description and discussed the contents and agreed with my line manager.

JOB HOLDER

Name:

Signature:

Date: