

## JOB DESCRIPTION

<b>Position title:</b>	Project Administration Officer for HCM field office & Water Regional Initiative project
<b>Directly reports to:</b>	Hochiminh Office Focal Point, WWF-Vietnam & Lead Water Regional Initiative Coordinator, WWF-GM
<b>Technically reports to:</b>	Admin Coordinator, WWF-Vietnam
<b>Supervises:</b>	N/A
<b>Location:</b>	Ho Chi Minh Office
<b>Date:</b>	October 2021 (possibility to extend)

### I. Background

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country.

WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

### II. Major Function

Based in Hochiminh office, the Administration Officer will work as part of the team responsible for the administration, coordination and management of the daily administrative support including logistic of field based activities to the projects of WWF Vietnam in the South of Vietnam and Mekong Delta landscape

Besides, she will work as part of the team responsible for the administration, coordination and management of the daily administrative support to the WWF-GM Water Regional Initiative Project

### III. Major Responsibilities

#### 1. Admin task for Hochiminh Field Office, WWF-Vietnam

- Contribute to the development and revision of all necessary project administration system, policies and procedures to ensure all changes in the country and in local labour laws and regulations are reflected.
- Provide support to the F&A Manager and Program Coordinator in the planning and administering all of the effective communications of all administration policies and procedures to all staff
- Ensure the smooth functioning of the HCM office including administrative service support for WWF staff in the South of Vietnam and the Mekong Delta Landscape
- Carry out day-to-day office routines such as handling, distributing and filing of incoming and outgoing mail, making and receiving telephone calls, and photocopying
- Work and liaise with relevant person to arrange logistics support to project workshops and meetings, provide translations/interpretation and taking minutes when required.
- Prepare for and coordinate various office social activities, i.e. team building, staff retreat, sickness visit, funerals, new born baby visit, etc.
- Coordinate and organize logistics for visits by WWF staff and partners to HCM city and the Mekong Delta including booking vehicles and accommodation, purchasing tickets, etc. when required.
- Liaise with relevant provincial authorities on office license, visa application, staff registration, working permit arrangement, equipment & material import, tax and reporting when required...
- Purchase and maintain office equipment, office supplies, travel logistic arrangements (visa, air ticket and accommodation reservation...)
- Maintain an organized filing and documentation system of HCM office
- Monitor office stocks, equipment, assets, and vehicles and work with Finance Function to code and conduct inventory bi-annually
- Provide support to the annual internal and external finance and accounting audits when required.
- Work with IT Officer and Health and Safety Focal Person to draw up schedules for the periodic inspection and maintenance of office building, equipment, assets, vehicles, monitor any work carried out by contractors to ensure that it is to the required standards, and report any problems in a timely manner
- Monitor the conditions of HCM office infrastructures including building, electricity, water supply, etc. and liaise with landlord and contractors to address the problems when required

- Develop and maintain up-to-date databases of preferred and trusted suppliers, service providers in HCM.
- Arrange work station and all necessary procedures for new staff working in HCM office
- Provide orientation and reorientation to staff to help them understand the administration systems, policies and procedures of the organisation when required
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement at work
- Be a Health & Safety focal point of HCM office, the main tasks include but not limited to: make sure H&S measures are effectively implement in HCM office; Identify and address issues of safety, and report any hazardous situation, injury or incident and contribute ideas, comments and suggestions regarding H&S policies and procedures; Participate in H&S audits and take steps to remedy deficiencies as recommended
- Responsible for managing a petty cash for HCM office and take all necessary security precautions to ensure that cash is held in a safe and secure manner in line with WWF policies and procedures.
- Check and review all related vouchers, invoices, receipts, documents to ensure all spending expenditures are accurateness and compliance with policies and procedures
- Responsible for travel journals include verifying travel advances and claims, preparing relevant vouchers, identifying errors/problems and reporting to line manager for solutions
- Promote and build good working relationships with all parts of the organisations
- Promote the organisation's image in the community by attendance at meetings and fora in F&A management

## **2. Admin task for Lead Water Regional Initiative, WWF-GM**

- Provide support to Water RI staff and consultants with the planning and administering all of the effective communications of compliance with all WWF GM administration policies and procedures
- Assist with preparation of consultant and service to vendors contract in coordination with WWF GM Finance team in Hanoi
- and assist with processing of travel requests and travel claims in coordination with WWF GM Finance team in Hanoi
- Assist with formatting and processing of technical reports, letter, memos and power point presentations, scanning, photocopying,
- Assist with monitoring of Water RI projects burn rate monitoring, C2G & M&E for Water RI in coordination with M&E team in Hanoi
- Ensure the smooth functioning of the Water RI
- Work and liaise with relevant person to arrange logistic support to project workshops and meetings, provide translations/interpretation and taking minutes of meeting when required.
- Coordinate and organise logistics for visits by WWF staff, partners & consultant associated with Water RI and including booking vehicles, and accommodation, purchasing tickets, assisting with visa procedures etc. when required.
- Purchase and maintain office equipment, office supplies (e.g. business cards, scanning and printing,...) travel logistic arrangements (visa, air ticket and accommodation reservation...)
- Maintain an organized filing and documentation system for Water RI
- Arrange work station and all necessary procedures for visiting staff & consultants working in HCM office or remotely coordinating with respective admin staff of other WWF GM Offices
- Check and review all related vouchers, invoices, receipts, documents to ensure all spending expenditures of the Water RI are accurate and in compliance with policies and procedures
- Promote and build good working relationships with all staff, partners and consultants working for the Water RI

## **3. Profile:**

### **Required Qualifications**

- Bachelor's degree in English, or social sciences, business administration, business management or in relevant fields
- 2 years of practical experience in administration, Assistant or Bookkeeper, 1 year of which should be in international organisation
- Experience in developing administration, finance and accounting systems, policies and procedures is an advantage
- Interest in conservation and/or water resources management is an advantage
- Proven experience in translating and interpreting.
- Good knowledge of administration process of visa, work permit, office licence, etc.
- Good understanding of normal practices in non-profit organisations
- Experience in financial administration and petty cash bookkeeping is an advantage
- Understanding of the northern cultural and political environment
- Good knowledge of all office systems

### **Required Skills and Competencies**

- High attention in detail.
- Networking & Team work skills
- Good communications and negotiation skills
- Good planning, organization, time management, facilitation and coordination skills
- Proficiency in MS Office
- Be able to work under pressure, towards tight deadline, and overtime if required
- Working on own initiative with minimum supervision and staying on task
- Good using Microsoft office and statistics software
- Fluency in written and spoken English
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

### **4. Working Relationships**

**Internal:** work closely with finance and admin team in Hanoi, engage with support the project team in HCM and Mekong Delta landscape as well as admin teams in WWF GM country offices

**External:** Interact regularly with government agencies & other partners consultants, polices, landlords, consultants, suppliers, service providers. Engage with other organisations on administration systems and practices for learning and sharing

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor:

Date:

Accepted by Staff member:

Date: