

## **Job description: Administrative & Finance Assistant**

**Organisation:** Woolcock Institute of Medical Research

The Woolcock Institute of Medical Research is affiliated with the University of Sydney in Australia and is recognized as one of the leading research institutions for respiratory diseases and sleep disorders. Operating in Vietnam since 2009, we have undertaken large operational, epidemiological and clinical research projects and run training in epidemiological and operational research methods for Vietnamese doctors and public health workers. The Woolcock Institute has three research centres and offices in Ha Noi, Ho Chi Minh City and Ca Mau. Currently we directly employ about 50 full-time staff and coordinates multiple study projects within lung health management and treatment across eleven provinces. We also expand research activity to other fields including antimicrobial resistance.

For more information about us, please visit:

Woolcock Institute of Medical Research in Sydney, Australia: [www.woolcock.org.au](http://www.woolcock.org.au)

Woolcock Institute of Medical Research in Vietnam: [www.woolcockvietnam.org](http://www.woolcockvietnam.org)

**Location:** Hanoi.

**Duration:** 07 months appointment. This is a temporary position covering for maternity leave starting in November, 2020.

**Roles:** To provide administrative and financial assistance to the Woolcock office and contribute to the smooth and efficient running of Hanoi office.

**Direct report:**

- Financial Manager
- HR Manager

**Key staff working with the project:**

- Admin team
- Study teams

### **Duties and Responsibilities**

#### Administrative support:

- Assist to procure equipment and monitor the flow of equipment for Hanoi office;
- Ensure that all office equipment e.g. telephones, air conditioners, photocopier, fax, printer, etc. are maintained in good condition;
- Assist to office procurement such as seeking for suppliers and preparing quotations;
- Take care the online fixed asset management system and year end physical verification of assets;
- Ensure general office supplies (stationery, reception) are timely attained;
- Assist to send and collect letters and documents from/to the Hanoi office;
- Assist to maintain the filing systems of administrative documents;
- Assist to organize meetings, workshops, seminars and general office events;
- Assist to do interpretation and translation work to serve the project activities;
- Assist to provide logistics support (visa application, accommodation, air tickets, transportation, etc.) and maintain good communication with visitors, guests, counterparts, project staff, and consultants;
- Work with health insurance agency to update staff amendment and prepare payment orders;

#### **Vietnam Country Office:**

♦ No 203, 2G Building, 298 Kim Ma street  
Van Phuc Diplomatic Compound, Ba Dinh, Hanoi

♦ Tel: (84 - 24) 3762 1938

♦ Website: <http://www.woolcockvietnam.org/>

- Take care of Leave Request system, daily check and lock data;
- Prepare administrative clearances submitted to partners regarding general affairs of Woolcock office;
- Assist to develop administrative guidelines, procedures, templates;
- Assist to recruitment process such as templating, advertising, making appointment with applicants;
- Assist to process service contracts and update to contract management system;
- Carry out other tasks assigned by the management team.

#### Financial support:

- Manage petty cash of Hanoi office and enter data of cash payment of Hanoi office into XERO;
- Assist to scan and maintain the filing systems of financial documents;
- Prepare electronic bank transfers under the instruction and control of the FM;
- Check supporting documents and register qualified dependents of staff for PIT reduction;
- Assist to carry out other financial activities as assigned.

#### **Key attributes:**

##### Education:

- University degree in administration or finance or other relevant areas is preferred

##### Professional Experience:

- Preferably at least 1 year of experience in administrative/secretarial work.

##### Skills:

- Highly motivated, willing to learn, good team work, service-oriented and able to work under high pressure and within a limited time frame;
- Professional use of personal computer utilizing word processing, spreadsheet software programs (e.g. MS Office, MS Word, Ms Excel);
- Excellent communication skills;
- Good written and spoken English skills;
- Ability to focus and pay attention to details.

#### **Application Procedure**

For interested applicants, please send a cover letter together with a CV (with the name and contact details of at least three senior referees) in English (both CV and cover letter), no later than **16/10/2020** by submitting the application form in the link as follows:

<http://bit.ly/woolcockhiring>

We regret that only short-listed candidates will be contacted for interviews.

Review of applications will start as soon as possible and continue until **16/10/2020**, or until the post is filled, whichever is earlier.

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