

HELEN KELLER INTERNATIONAL/VIETNAM
Full time Admin/Finance Intern (local hire)

JOB DESCRIPTION

Helen Keller International (HKI) is an international non-governmental organization. Its mission is to save the sight and lives of the most vulnerable and disadvantaged by combating the causes and consequences of blindness and malnutrition. We do this by establishing programs based on evidence and research in eye health and nutrition. We are currently seeking a potential candidate to fill the position of an Administrative/ Finance Intern.

NATURE OF WORK:

The Full Time Admin/Finance Intern will perform a supportive role in covering admin/ finance needs of the office.

Report directly to: Admin/Finance Manager, Vietnam

MAJOR TASKS AND ACTIVITIES:

1. Administration tasks

- Meet and greet guests to the office and answer telephone calls
- Make logistic arrangements for lodging, transportation, workshops/conferences, and for other project and operational activities of the office
- Apply visa for visitors
- Ensure efficient filing, tracking and storing system of incoming and outgoing documents
- Record and maintain equipment and asset of the office in the soft file and hard files
- Manage inventory of promotional items and IEC materials
- Photocopy and scan documents
- Manage petty cash

2. Procurement tasks: In charge of procurement of goods and services for HKI Vietnam office and projects

- Prepare request for quotations and advertise it on public channels or send it to suppliers
- Collect quotations and prepare vendor selection form
- Prepare purchase order/ contracts
- Follow up with receiving goods/ services
- Collect payment documents, prepare payment request
- Develop and maintain vendor lists

3. Financial tasks

- Prepare payment vouchers and bank remittances
- Check financial documents submitted by partners/field staff
- Enter financial data into financial software on a daily basis
- Prepare monthly report schedules and reconcile balances

4. Human resource tasks

- Support in contact with candidates for interview
- Support with filing personnel profiles
- Verify and maintain staff timesheet
- Organize bonding activities for the staff

5. Other support tasks

- Translate office and project related documents (English and Vietnamese);
- Assist in interpretation for foreign visitors
- Manage and maintain the fan page of HKIVN
- Assist eye health and nutrition program activities as needed.
- Other tasks as needed

DURATION: 3 - 6 months

DUTY STATION: HKI Office in Hanoi with some travels as required

START DATE: as soon as possible

SKILLS/KNOWLEDGE REQUIRED:

- University graduate
- Excellent command of Vietnamese and English
- Good literacy with major computer applications
- Careful and detail oriented
- Good communication skills

BENEFITS:

- Working in multicultural environment
- Good opportunities for growth and professional development.
- Internship allowance (VND1,950,000/month)
- Project-related travel costs covered according to project procedures

Please send Application Letter & CV to vn.hr@hki.org (copy Ms. Lam at dlam@hki.org) by 31st October 2020. Only short-listed candidates will be contacted for interview. Application will not be returned.