



JOB DESCRIPTION

Position title:	Project Admin Officer, USAID-Viet Nam Biodiversity Conservation
Reports to:	Hue/Quang Tri Provincial Coordinator, WWF-Viet Nam
Technically reports to:	Senior Finance Officer for Hue/Quang Tri - USAID-Viet Nam Biodiversity Conservation
Supervises:	N/A
Location:	Thua Thien Hue, Viet Nam with travels to project sites as required
Date:	Feb 2021

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. Find out more at <http://vietnam.panda.org/>. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

The "USAID Biodiversity Conservation" activity is a 5 year-program starting from July 2020 to June 2025. The program aims to maintain and increase forest quality as well as protect and stabilize wildlife population in five high conservation value provinces (Quang Binh, Quang Nam, TT Hue, Quang Tri, and Lam Dong). The program targets ten special use forests and at least five protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam's threatened and endemic species.

II. Major Functions:

The Project Admin Officer will provide assistance in various administrative aspects as well as partly provide technical support to the project team in Thua Thien Hue and Quang Tri provinces to ensure the compliance with operations systems, policies and procedures of WWF-Viet Nam, as well as donor.

III. Major Duties and Responsibilities:

- Provide support to work with relevant functions to arrange logistics for events and meetings held in project sites to ensure that they are properly organised and conducted.
- Provide support to develop action plans, activity fund planning under guiding of project technical staff.
- Responsible for the purchase of office equipments, field equipments and assets upon approval by Budget holder to ensure the purchasing policies and procedures are strictly followed. Work with Finance Function to conduct inventory of office assets.
- Coordinate the organization of national and international travel including booking vehicles and accommodation, purchasing tickets and travel insurance, arranging visas, logistics, etc. for project staff
- Assist to follow up and monitor activities conducted by counterparts in the project site.
- Provide support to monthly reconcile all project staff's travel advances and follow up to ensure the advance is kept to minimum and the clearance supporting documents are submitted on a monthly/timely basis
- Conduct due diligence check for all selected suppliers and consultants/third parties as per WWF and USAID donor requirements (i.e. compulsory exclusions lists: WWF Bridger, SAM, OFAC, UN Security

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list) before issuance of contract/agreement and before each related payment and properly document check evidence.

- Be responsible for monitoring project equipment/supplies and update project's fixed assets register accordingly to be in line with WWF and Donor's requirements
- Conduct primary check and review all related invoices, receipts, supporting documents of project activities to ensure accurateness and compliance with policies and procedures, expenses are properly charged to projects/cost centre/BL/donor code with approval from Budget holder and supporting documents are submitted to Finance Function timely.
- Support Provincial Coordinator in preparing and managing APs and third party contracts following organisation's and legal requirements and procedures on contracts, including proper filing of soft and hard copies.
- Provide support to perform contracts management, support counterpart and the project team in closing APs/contracts timely on monthly basis and keep managers informed of the closing date and follow up with extension
- Provide support to other tasks when required and annual internal and external finance and accounting audits of project

IV. Profile:

Required Qualifications

- Bachelor's degree in English, Finance, Accounting, Social Sciences, Business Administration or in relevant fields
- 2 years of practical experience in administration, Accountant, Finance 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
- Basic knowledge of environmental and conservation issues in Viet Nam is an advantage
- Good knowledge of administration process of visa, work permit, office licence, etc.
- Knowledge of local finance and accounting system, standards and practices
- Good understanding of normal practices in non-profit organisations
- Basic knowledge of international finance and accounting standards is an advantage
- Good knowledge of all office systems

Required Skills and Competencies

- Planning, organisation, time management, and coordination skills
- Supervisory and problem solving skills
- Communications and negotiation skills
- Networking, teamwork and interpersonal skills
- 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

V. Working Relationships:

Internal: WWF Viet Nam: Work closely with finance and HR teams. Interact with admin teams of other field offices. Engage with and support WWF Viet Nam staff.

External: Interact regularly with government agencies, 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