

JOB OPPORTUNITY

ActionAid is an international development agency whose aim is to fight poverty worldwide. ActionAid works to support the poorest and most excluded people in 47 countries in Africa, Asia, Europe and the Americas in eradicating poverty and injustice.

In Vietnam, ActionAid operates to advance rights to education, women's rights, disaster preparedness, climate change, governance, and food rights.

ActionAid Vietnam (AAV) is seeking to recruit well-qualified and experienced Vietnamese individual for the following position:

- **01 Executive Assistant**

Details of job description and selection requirements of this position is posted at www.ngocentre.org.vn; www.vietnamworks.com; www.facebook.com/actionaidvn

Starting date: As soon as possible

Written application in English, stating why you are suitable for the post, together with full curriculum vitae, certified copies of available degrees should be sent by **18th June 2021** to:

ActionAid Vietnam,
Attn.: Operations Department
E-mail: job.aav@actionaid.org
Subject: Application for Executive Assistant - 2021

Only short-listed candidates will be contacted. Applications will not be returned.

Candidates from (gender, ethnic or others) minority groups are encouraged to apply.