

Job Description and Person Specification

Job Title:	EXECUTIVE ASSISTANT		
Reports to:	Head of general affairs	Job Family:	Executive Director Office
Location:	Hanoi office with travels to the fields and internationally as required		
Direct Reports:	None		
Role Overview			
The Executive Assistant actively works within assigned tasks; provides core administration, logistics and communication programme support to Executive Director to enable efficient management of the ActionAid Vietnam.			
Role Accountabilities			
Key Accountabilities/ Responsibilities:	Activities		
[I] Provides desk support to ED Vietnam	<div>1. All incoming mails and correspondence, respond and correspondence as designated by ED are scrutinized, reported and updated to ED as appropriate.</div> <div>2. ED’s travel and schedule including appointments and other travel related arrangements (visas and other logistics) are well prepared.</div> <div>3. Follow-up on comments/suggestions sought by ED with management team and other related parties are well managed with deadlines.</div> <div>4. Filing systems for documents within EDO are up-to-date, correct and well managed.</div> <div>5. Participation in external events/meetings as requested by ED is done with debriefing reports.</div> <div>6. Efficient administrative coordination with the various departments and regional offices of AAV is ensured.</div> <div>7. ED’s responsible tasks and events (national, regional, international) are well monitored.</div> <div>8. Connection between ED and the Asia Regional Office, AAI and International Secretariat offices is well handled.</div> <div>9. Effective and confidential secretarial support is provided to ED.</div> <div>10. Minutes/briefs of meetings summoned by ED are well issued and the organisation of such meeting/event are fully provided.</div> <div>11. ED’s appointments are coordinated and kept updated at all times.</div> <div>12. All telephone calls to EDO and visitors to EDO are properly handled.</div> <div>13. ED’s Teleconference is properly supported when required.</div>		
[II] Responsible for linking up with external networks	<div>14. ED’s communication with partners is well supported.</div> <div>15. Contract and MOUs - as and if required by ED are well prepared.</div> <div>16. The output and outcome of projects is properly followed up with partners</div> <div>17. Communication between ED and AAI and International secretariat office is well facilitated.</div>		

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[III] Monitors GAO's annual budget	<p>18. Support to HOGA for the preparation of GAO's three-year plans and annual Plans and Budgets as required.</p> <p>19. The implementation and update of the above stated plans and budgets are regularly monitored and informed to HOGA</p>
[IV] Provides relevant information	<p>20. Summary / briefing of documents coming to GAO is well and punctually prepared</p> <p>21. Internal and external requests on information on AAV, Asia Region and AAI are provided as per request.</p> <p>22. Field visit is fully done when being required to observe and gather information for updated programme knowledge.</p> <p>23. Involvement in programme work with an aim to increase programme knowledge as appropriate.</p>
[V] Office Admin Support	<p>24. Cooperation with Office Admin staff is ensured providing effective Admin support to GAO and the organization.</p>
[VI] Support Governance work	<p>25. Support and coordinate for related Governance work of AAV</p> <p>26. Provide support to the activity of AFV board members.</p> <p>27. Assistance is provided for the smooth transition of ActionAid Vietnam in the nationalization process</p>
Other Tasks	<p>28. Provide support in special projects.</p> <p>29. Other tasks as required by line manager are well performed.</p>
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • Bachelor's degree in administration, social development, communication, or relevant fields.
Experience	<ul style="list-style-type: none"> • Minimum of five years' experience in administrative management including secretarial support.
Essential knowledge and skills	<ul style="list-style-type: none"> • Excellent interpersonal, facilitation, communication, negotiation skills. • Excellent English and Vietnamese language skills including the ability to compose, edit, analyse and report on complex information and matters. • Ability to maintain confidence, take initiative, liaising and problem solving. • Prepare annual departmental budget. • Excellent in MS Office computer skills . • Sound understanding and perspective of the development context globally and locally.
Others	<ul style="list-style-type: none"> • Safety and security • Sexual harassment • Fundraising

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	Adherence to: Human Rights Based Approach Poverty and injustice eradication Gender equality
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This job description covers the main task 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

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAV's competencies, AAI's values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility.

Prepared by
HR Department

Signature

Date:

Reviewed by
Executive Director

Signature

Date:

Accepted by
Name of Staff

Signature

Date: