



KNCV Tuberculosis Foundation is looking for a

**Administrative Officer**  
**Duty station: Hanoi, Vietnam**

**KNCV Tuberculosis Foundation (Hội Chống Lao Hoàng gia Hà Lan)**

KNCV Tuberculosis Foundation (KNCV) is one of the leading international non-profit organizations dedicated to fighting tuberculosis (TB) worldwide. We are an international center of expertise for TB control that stimulates effective, efficient and sustainable tuberculosis control strategies in a national and international context. We are an organization of passionate TB professionals; including medical doctors, researchers, training experts, nurses and epidemiologists.

Over the past century we have built a wealth of knowledge and expertise, initially by successfully driving back TB in the Netherlands, and subsequently by partnering in the fight against TB in over 40 countries worldwide.

We operate from a central office in The Hague in the Netherlands and additional country offices worldwide). KNCV raises funds from individual, institutional and corporate donors.

**Background**

In Vietnam, KNCV Tuberculosis Foundation promotes effective, efficient and sustainable tuberculosis control by supporting and building capacity of health system, including national programs and active participation in national and international policy development.

In the period of 2021-2025, KNCV works closely with the Vietnam National TB Control Program to provide support in development and implementation of the National Strategic Plan to end TB for 2021-2025 and vision for 2030. The KNCV funded projects focuses on introduction of new drugs and regimens, innovative diagnostics, TB infection control and the preparation of strategic TB control plan and funding applications

**Purpose of the position and organizational position**

The Administrative Officer is responsible for the administrative work, manage the procurement and administrative processes, monitoring of the balance sheet and the supply of relevant information to internal stakeholders, interpretation and translation for the KNCV Vietnam Country Office. The position reports directly to the Country Representative Officer.

**Profile**

The Administrative Officer is expected to perform the following tasks:

- Take responsibility in correspondence between KNCV and partners, local agency; inform and update information to POs, CRO about the progress: telephone communications, take notes, incoming-outgoing letters, office documentation, Draft letters in English and in Vietnamese and reports.
- Manage the filing system and sever to ensure the KNCV global office security procedure: keep track of plans and reports related to projects and programs, keep program documentation and project administration.
- Manage the filing, storage, inventory list of office equipment and security of documents and reports from partners;
- Arranging logistics (travel, hotel, visa application, etc), organization of workshops, seminars, meetings, field trips, external consultants, technical and project officer etc. including estimating budgets for these activities, settle payment, monitoring expenditures, and ensuring that documents and other materials are available on time;
- Interpret and translate documents, letters vice versa into English or Vietnamese and translate and interpret at meetings; accompany international consultants during field visits as needed;

- Oversee facilities, technology, and materials utilized in the office, coordinating with appropriate services; Maintenance, purchase and management of the physical office and equipment; Monitor and supervise other administrative works: office arrangement, security and cleaner
- Collaborate with Financial Officers about project expenditures: arrange the payment on petty cash; checking expenditure reports, chase up the payment for logistic, consultants and others suppliers.; chase up and check timesheet of staff/consultants.
- Attend meeting and take notes/minutes when needed.
- Function as contact for information concerning quotations, bank details, reports etc. when needed;
- Assemble Terms of References and contracts based on standard formats and clauses;
- Control stationeries and maintain stationary inventories; Purchase office consumables and other items as required.
- Monitoring staff attendance and maintain related documents
- Assist CRO in timely and quality reporting to donors and stakeholders;
- Perform other duties as requested by the Country Representative Officer.

### **Who are we looking for?**

#### *Required:*

- Being a residence of Vietnam;
- University degree required, preferably in English and/or public health or a development - oriented subject;
- More than 5 years of relevant interpreting/translating work experience in his/her specific technical area;
- Professional speaking/reading/writing English and Vietnamese is required;
- Good administrative skills, systematic way of working and experience in organizing office documentation and materials;
- Ability to use computer software related to program administration; Microsoft office programs, notably Word, Excel, Power point;
- Ability to communicate effectively;
- Ability to work according to deadlines and instructions;
- Being motivated and able to work independently;
- Demonstrated ability in team situations, sensitive to others, and an ability to provide support and positive timely contribution;
- Carefulness, accuracy, honesty, enthusiasm and willingness to learn;
- Ability and willing to travel when needed to projects outside Hanoi.

#### *Specific skills*

- Ability to multi-task;
- Being innovative, creative and self-initiating;
- Strong analytic capacity;
- Being able to deal with resistance;
- Networking, negotiation and coordination;
- Being sensitive to cultural differences and understanding the socio-economic, political and ethical issues surrounding TB control;
- Ability to work-proactively and work well in a team;
- Ability to develop and maintain efficient working relationships among staff within KNCV country offices as well as external partners.

### **What does KNCV Tuberculosis Foundation offer?**

- A fixed-term contract for 1 year, with possible extension depending on performance and available funding
- An informal work atmosphere in an international environment where initiative is appreciated;
- A highly motivated team of experienced, self-driven colleagues worldwide;
- A salary dependent upon education and relevant working experience;



### **Application and information**

Applicants are requested to submit a cover letter and curriculum vitae with names and contacts of the last two professional references to via <https://www.kncvtbc.org/vacancies/> **before 4 May 2022.**

For further information on KNCV Tuberculosis Foundation, please see [www.kncvtbc.org](http://www.kncvtbc.org)

Only short listed applicants will be contacted for interviews. If you do not hear from us within 21 days from the closing date, this means your application was not successful.