



KNCV Tuberculosis Foundation is looking for a

Administrative & Finance Assistant
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 & finance assistant is responsible for support the administrative and finance works for KNCV office in Vietnam: supports including of reception, logistic, interpreter, filling, bookkeeping and input the data in the system. The position reports directly to the Country Representative Officer.

Profile

The administrative & finance assistant is expected to perform the following tasks:

- Receive the phone calls, telephone communications and support in correspondence between KNCV and partners, inform and update information to POs, FO and CRO about the progress of admin and finance works.
- Attend meeting and take notes/minutes when needed.
- Support in interpret and translate documents, accompany international consultants during field visits as needed;
- Draft letters and reports both in English and in Vietnamese.
- Support in arranging logistics (travel, hotel, visa application, etc) for the workshops, meetings and field trips.
- Monitoring & filling the incoming-outgoing letters, office documentation.
- Control stationeries and maintain stationary inventories; Support in purchasing office consumables and other items as required.
- Filing, storage, and bookkeeping the inventory list of office equipment. Support in maintenance, purchase and physical checking for office and equipment.

- Support in monitor and supervise other administrative works: office arrangement, security and cleaner
- Support and collaborate with FO about project expenditures: budget estimation, arrange the payment; collecting the supporting documents, monitoring and checking expenditure, chase up the payment for logistic on time.
- Support FO in entering the data in finance system.
- 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 Finance & Administration Management - oriented subject;
- More than 2 years of relevant work experience in his/her specific technical area;
- English and Vietnamese is required;
- Good administrative and finance 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 the E-mail address: kncv.vietnam@kncvtbc.org under subject 'A&F assistant', **No later than 15 September 2022.**

For further information on KNCV Tuberculosis Foundation, please see 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.