



JOB VACANCY ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the field of Mine Action. We have operated in Vietnam since 2007 with projects in Hanoi, Hue and Quang Tri. NPA Vietnam Program is seeking for qualified, enthusiastic, experienced Vietnamese applicants for the full time **Administration Support Officer (ASO) based in Hanoi** with travels to field offices in provinces as work required.

General Responsibilities:

Under the management and supervision from HR-Admin Manager (HRAM)/ Logistics Manager (LM), the Administration and Support Officer (ASO) shall implement any assigned tasks related to HR-Admin and Logistics support functions for NPA Hanoi office. One key responsibility will be as driver for the Country Director, visitors and office staff. The ASO shall also perform any other assistant work, as may be required by the line managers.

Tasks and responsibilities:

1. Driving

- Driver for the Country Director, visitors and office staff as directed by line manager and office routine;
- Ensure an efficient transportation schedule for the office in coordination with Admin Officer (AO);
- Maintain communications with the office and contact management in the event of an emergency;
- Check, maintain and monitor servicing all NPA assigned Hanoi office-based vehicles;
- Keep all Hanoi vehicles clean, in good order and with enough fuel for all assignments;
- Follow up all assigned vehicles logs, reports and any other required documentation as per regulations;
- Report any broken, damaged, lost or worn out vehicle issues to Logistics Manager (LM);
Inform the HRAM/DHRAM of any issues well in advance, and ensure that the information has been received;

2. General support tasks

a. HR-Admin:

- Assist HRAM in organizing different HR events: annual orientation, trainings, meetings for NPA staff;
- Assist HRAM in procedures and paperwork for recruitment, contracting and leaving staff;
- Assist the HRAM to take responsibility for NPA Vietnam personnel filling system, soft and hard copies of employee's profile standardized of newly hired set, contracts, appendixes, decisions and other personnel correspondences, etc.;
- Ensure that NPA HR database of NPA Hanoi office are updated on Programme staff list on SP and NPA VN HR database management system as soon as possible and with minimum monthly updated;
- Assist other team members in handling procedures of visa, work permit, driving license application for NPA Vietnam expat staff and/or visitors as assigned by HRAM.

b. Logistics support

- Support Logistics Manager in fleet management, procurement, inventory management and others related support needs in Hanoi;



- Closely coordinate with CD project officers for a complete overview over all vehicles and for follow up on the fleet management procedures and on the continuous maintenance;
 - Coordinate with LM for recording and reporting logbooks, a full fuel consumption analysis and maintenance, follow up technical inspection and others related in vehicle log sheet and follow up on periodical maintenance to prevent damages or unnecessary wear and tear;
 - Assist LM for vehicle registration in Hanoi. Provide and archive a full documentation (vehicle registration, vehicle technical inspection and servicing). Do filing of all paperwork related to fleet management and other logistic tasks. Make sure to keep accurate and up to date logical records relating to fleet management;
 - Be fully responsible for procurement in NPA Hanoi office based on NPA logistics guidelines under LM's supervision. Assist or provide supports to CD project in procurement;
 - Follow up and up to date records of inventory list of NPA Hanoi.
- c. Others**
- Be acting Admin Officer (AO) in NPA Hanoi Office when the AO is not the office;
 - Be responsible for delivering/receiving correspondences of NPA VN and relevant entities as required;
 - Carry out any other tasks/ duties as directed by HRAM or CD.

Required qualifications and experiences:

- Bachelor degree holder, fluent English and Vietnamese skills (Speaking & Writing);
- Experience in HR and or Admin, preferably with an INGO or foreign entities in Vietnam;
- **Must have minimum B2 driving license minimum with minimum 2-3 year experience and fluent driving skills;**
- Possess good analytical, interpersonal, communication skills;
- Good time management and organizational skills, able to work under stress to meet tight deadlines and handling multiple tasks.
- Good computer skills;
- Being responsible, careful and high attention to details, good sense of keeping track jobs to be done and keen on following up until jobs done well
- Self-motivated, Ability to adapt to multiple culture environment and work calmly under pressure and with limited supervision;
- Good health.

Interested candidates are requested to submit a CV, a cover letter to express why you are fit for the post and NPA, copies of related degrees/ certificates and 03 references to NPA via e-mail address recruitment.vn@npaid.org. Please indicate clearly the post you are applying for in your email subject.

The employment commencing date is expected in June/ July 2023.

Women are encouraged to apply.

Only short-listed candidates will be notified.

The closing date for applications is at 5pm on **26 May 2023** or may be earlier if we have qualified candidates for our recruitment requirement./.