



**Vacancy announcement**  
**Operations Officer**  
**Viet Nam**

Deadline for applications: 10<sup>th</sup> July 2025

**VVOB – *education for development* is an international non-profit organisation with over 40 years' experience in strengthening the quality of education systems in Africa, Asia and South America in close partnership with ministries of education and their institutions. Our head office is based in Brussels, Belgium.**

We implement our programmes and projects with one shared passion: to ensure the improvement of quality education.

Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?

We are looking for an **Operations Officer** who will operate from our office in **Ha Noi, Viet Nam**. Do you want to take on this challenge? Then continue reading!

## Result areas of the Operation Officer

The Operations Officer reports to the Operations Manager. You are part of and work closely together with members of the operations team in your country. Furthermore, you work closely together with the other departments in Vietnam.



## You will:

- provide administrative and logistical support to the projects, including travel arrangements, arranging meeting venues and other related tasks and you indicate areas for improvement where relevant.
- ensure good office management, including managing office supplies, database management, arranging messenger services and other related tasks and you indicate areas for improvement where relevant.
- provide financial support to the projects, including bookkeeping, reporting, procurement implementation and other related tasks and you indicate areas for improvement where relevant.
- support in the financial, logistical, and administrative capacity building of partners.
- provide where relevant **HR, Communication or M&E support** to the projects.

## If you're our Operations Officer, your workweek at the office will include the following highlights:

Does this look like your dream job?

Then read on and check whether your profile matches the job requirements!



- You arrange travel for team members, book meeting venues, and manage necessary supplies for project activities. Identify and suggest improvements for efficient event planning.
- You oversee office supplies inventory, ensure accurate database management, and coordinate messenger services.
- Lunch! An excellent opportunity to informally catch up with colleagues!
- You handle bookkeeping entries, prepare financial reports, and implement procurement processes. Pinpoint areas for cost savings or improved financial tracking.
- You conduct training sessions for partners on financial management, logistical planning, and administrative best practices.
- Assist projects with HR tasks, communication outreach, or monitoring and evaluation efforts as needed.

## Your expertise and experience

- Bachelor's degree in office administration or related field or equivalent experience.
- Experience in a similar position, preferably in the non-profit sector.
- Excellent computer skills in MS office.
- Fluent in English both in writing and speaking

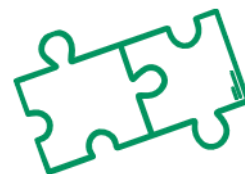
## Matching competences

VVOB core competences:

- Result-oriented
- Continuous improvement
- Cooperation

Function specific competencies:

- Reliability
- Accuracy
- Planning & Organization
- Problem Analysis & Judgement
- Communication Skills



## What we're offering:

- a friendly, dynamic and creative working environment
- a good benefits package including a 13th month salary, social insurance according to the government scheme and additional insurance for staff and family
- 30 days of annual leave and professional development opportunities

## Join us:

As soon as possible




## What's next?

Your motivation letter detailing your match with the profile as well as your motivation behind applying for the vacancy and a detailed CV are expected no later than 10<sup>th</sup> July to [Recruitment.Vietnam@vvo\*\*b\*\*.org](mailto:Recruitment.Vietnam@vvo<b>b</b>.org).


Shortlisted candidates will take a written test, go through an interview process, before a final offer.


VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity or disability. If you require reasonable accommodation including disability accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to [Recruitment.Vietnam@vvo\*\*b\*\*.org](mailto:Recruitment.Vietnam@vvo<b>b</b>.org)


Is this not exactly the job you are looking for? Please have a look at our other vacancies at: [https://vietnam.vvo\*\*b\*\*.org/en/vacancies](https://vietnam.vvo<b>b</b>.org/en/vacancies)


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