Thông báo tuyển dụng

**JOB RECRUITMENT (Executive secretary for CleanED lab, HR1401ELab – H/F/Fulltime)**

**Introduction**

**University of Science and Technology of Hanoi (USTH)** was established in 2010 under the Intergovernmental Agreement between Vietnam and France as an international public university with a new model of organization and operation in Vietnam. USTH is constantly developing, promoting innovation and bringing the quality of higher education in Vietnam to a high level in the region and the world as well. We are the first public Vietnamese university to adopt the Bologna system (Bachelor-Master-Doctorate/3-5-8) for its courses and degrees.

**The clean energy technologies and sustainable development laboratory (CleanED)**, which belongs to the Renewable Energy Department of USTH, was established in September 2014. The CleanED laboratory will be a world-class interdisciplinary research team with the mission to contribute to the green growth of the energy sector in Vietnam and other South East Asian countries. Its expertise will range from engineering to public policy, with three specific research themes: natural resources characterization and management; biomass and waste to energy conversion process technologies; and energy systems optimization.

The CleanED laboratory is looking for a professional and dynamic candidate to fill the following position of executive secretary.

**Job description**

**Administration (70%):**

- To assist management of the laboratory of clean energy and sustainable development CleanED, including assistance with the following tasks:

- To keep accounts and manage budget rigorously; talking to third parties (CIRAD, USTH, providers) and managing the scientific and office equipment; to actively maintain the list and archive of publications;

- To contribute to writing the activity report and procedures handbook; and to implement other relevant tasks as he recognizes necessary or as assigned by CleanED directors.

**Teaching and outreach (30%):**

- To contribute to practical and academic teaching in USTH at the Master and if need Bachelor levels in Energy, in particular of the M2 course « Energy Environment and Natural Resource Economics », under the professorship of Director of the CleanED laboratory, and to the practicals with the students in the CleanED laboratory. To co-organise the periodic research seminar of the department and the annual scientific event

- To contribute to the laboratory impact optimization on the web and in other social media;

**Qualifications and professionals skills**

- Mastery level (C2) in spoken and written Vietnamese

- Advanced level (B2) in spoken and written French

- Advanced level (B2) in spoken and written English

- A Master’s degree in a field related to clean energy and sustainable development;

- Computer proficiency, including use of LibreOffice, Dropbox, Google Groups, Google Docs, H323 videoconferencing (or similar)

- A flexible attitude with proven experience of working in a small team is required.

- Excellent communication skills and attention to detail;

**Location**

- University of Science and Technology of Hanoi, CleanED Laboratory, Education & Services Building, 18 Hoàng Quốc Việt, Cầu Giấy, Hanoi.

**Benefits**

- A 6-month renewable contract with possibility of applying for PhD scholarship in France (USTH program 911)

- A monthly remuneration of $500 (gross) approximately

- Other benefits according to USTH regulations

**Application**

Interested, qualified candidates are encouraged to contact and send:

- A motivation letter;

- A detailed curriculum vitae;

- Transcripts of Bachelor’s and Master’s degrees;PDF of Master's thesis and any other published academic or technical work

- Recommendation letter will be considered if provided

**to email:**[**nguyen-hong.nam@usth.edu.vn**](mailto:nguyen-hong.nam@usth.edu.vn)

**Deadline: November 15th, 2014**

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