



Job Description

ADMINISTRATIVE ASSISTANT

OVERVIEW:

- **Introduction of VEF:**

The Vietnam Education Foundation (VEF) is a U.S. Federal Government Agency (www.vef.gov) with all final decisions and guidelines for all VEF activities and operations determined by the VEF U.S. Headquarters Office.

- **Location:** The position is located in the VEF Hanoi Field Office.

- **Job purpose:** The Administrative Assistant (AA) provides administrative and financial support for the activities and operations of the Vietnam Education Foundation.

- **Reporting lines:**

o **Position reports to:** The Finance, Human Resources, and Administration Manager (FHRAM) in the VEF Hanoi Field Office.

o **Staff reporting to this post:** N/A

- **Type of employment:** Full-Time (7-month labor contract). Expected employment period: December 1, 2015 to June 30, 2016.

SPECIFIC DUTIES AND RESPONSIBILITIES:

I. Key duties and responsibilities 1: Administrative and financial support (85%)

1. Assist with the preparation of travel authorization, travel vouchers, medical assistance packages and travel insurance for VEF sponsored travelers.
2. Assist the FHRAM in working with VEF vendors for service orders and purchases.
3. Assist the FHRAM and the Deputy Director of Finance and Administration (DDFA) with the Value Added Tax (VAT) refund process including, but not limited to, listing VAT invoices.
4. Assist with reviewing invoices and payment process at the VEF Online Management System.
5. Prepare business cards for the VEF Board members and staff.
6. Manage and maintain an adequate inventory of office supplies and refreshments.
7. On a daily basis, check and respond to VEF Hanoi general email account (vefhanoi@vef.gov).
8. Make travel and accommodation arrangements for VEF Board members, the Executive Director (ED), and the U.S. staff traveling to/from the United States and in Vietnam.
9. Develop, manage, and maintain the schedules of the VEF Board members, ED,

- and U.S. staff when they are in Vietnam.
10. Translate VEF general documents such as press releases, VEF on the news, or program related documents, etc.
 11. Be responsible for logistics arrangements with the press and media.
 12. Assist with logistics arrangements related to the VEF programs and activities especially during the major projects and events of VEF such as the Pre-Departure Orientation.
 13. Be in charge of the front office when the Intern is absent.

II. Key duty and responsibility 2: Other duties (15%)

1. Communicate in a timely manner with appropriate personnel in the VEF headquarters office in the United States and with the VEF Hanoi staff.
2. Demonstrate commitment to the VEF mission and promote the VEF image and reputation in Vietnam.
3. Provide support to the program team when required.
4. Other duties as assigned by the FHRAM and/or DDFA and/or the Country Director.

QUALIFICATIONS AND REQUIREMENTS:

1. Vietnamese national with at least two-year professional work experience with an international development organization, non-profit agency, academic institution, international education organization, or private international company.
2. A Bachelor's degree.
3. Solid professional work experience with an international development organization, non-profit agency, academic institution, international education organization, or private international company.
4. Fluency in English (listening, speaking, reading, and writing).
5. Strong computer skills in using Microsoft Office Suite (Outlook, Word, Excel, Power Point, Access, and Project) and other automated systems as well as Internet skills in doing online research.
6. Ability to manage logistics and details of several major projects at once.
7. Experience in working with foreign visitors.
8. Excellent ability to organize work and meet deadlines, demonstrating self-motivation and a performance orientation.
9. Strong interpersonal, oral, and written communications skills.
10. Superb skills in working as a member of a team.
11. Assure that his/her own written documents and materials are timely, well-edited, and of high quality, while demonstrating attentiveness to detail.
12. Demonstrate a positive, supportive, and professional attitude and a strong sense of responsibility.