



Asian Turtle Program, PO Box 179, Office # 1302, Thanh Cong Tower, 57 Lang Ha, Hanoi. Tel: +84(04)35149750  
19<sup>th</sup> October 2012

## **ATP Office manager**

**Position:** Office manager

**Affiliation:** Asian Turtle Program – Cleveland Metroparks Zoo

**Duty station:** Hanoi

**Application deadline:** 15<sup>th</sup> November 2012

**Start date:** December 2012

### **Background:**

The Asian Turtle Program was established in 1998 and incorporated into the Cleveland Metroparks Zoo/Cleveland Zoological Society's Asia regional program in 2003.

The aim of ATP is to establish a safe and sustainable future for Asian turtles, and to ensure that no further turtle species become extinct in the region. We implement strategic interventions that directly contribute to the conservation of Asian turtles, helping to ensure efficient use of limited resources, as well as developing capacity, strengthening leadership, and ultimately effecting positive attitudinal and behavioral change within society.

### **Scope of work:**

The Office Manager will work closely with the Program Coordinator in Hanoi in supervising Asian Turtle Program human resources and finance. This position will be responsible for management of the finance officer and office interns. The Office Manager also assists the Program Coordinator with development of proposals, budgets, schedules and work plans for the overall ATP activities and ensures that program activities proceed smoothly following predetermined annual plans. The Office Manager is required to report to the Vietnam and Program Coordinators.

### **Main responsibilities:**

- Manage the activities and workload of junior staff in support of the program coordinators
- Supervise general office management (e.g. management of filing system, work schedule, office equipment and stationary management)
- Manage human resources, budget and finances relating to program activities
- Develop financial reports in cooperation with the finance office
- Produce project report following requirements of project donors

- Developing work plans for staff following objectives and activities of various projects
- Assist in development of research proposals of projects
- Supervise monthly receipts processing
- Supervise data management, research and contact databases
- Library management
- Provide assistance to junior ATP staff to support staff training and development.

**Required qualifications:** This position is for Vietnamese national with:

- University graduate in a related field
- At least 5 years of work experience in a similar position with an international organization or NGO.
- Good knowledge of financial management
- Good English and Vietnamese language skills
- Good communication and team working skills
- Good computer skills
- Ability to successfully manage human resources
- Passionate about conservation

**Contract Duration:** the contract will be for one-year with the possibility of continued extension with a competitive salary package and benefits.

**Interested applicants should send a cover letter, CV, and contact details to:**

Nguyen Thu Thuy  
Vietnam Turtle Program Coordinator, Asian Turtle Program  
Room 1302, Thanh Cong Tower,  
57 Lang Ha Street, Hanoi  
Tel: 043 3514 9750/Fax: 043 3519 0383  
Email: [ntthuy@asianturtleprogram.org](mailto:ntthuy@asianturtleprogram.org)

We regret that only short-listed applicants will be contacted.