

UCSF Global Health Group

The Global Health Group at the University of California, San Francisco (UCSF) is an “action tank” dedicated to identifying, elaborating and translating innovative solutions to major global health challenges into large-scale action to advance health and save lives in low- and middle-income countries. Organizationally, the Global Health Group is a component of UCSF Global Health Sciences.

The Malaria Elimination Initiative

The Global Health Group’s Malaria Elimination Initiative (MEI) provides intellectual and practical leadership and support for the elimination of malaria, working from the global margins of the endemic zone inwards. The MEI works with a wide range of partners to gather, analyze and disseminate country and regional evidence on malaria elimination, to inform country and global decision-making. The MEI supports the design and implementation of malaria elimination programs in six countries in the Asia Pacific and southern Africa. MEI conducts operational research around diagnosis and surveillance in using the most effective and efficient techniques to eliminate malaria. The MEI is funded through grants from the Bill & Melinda Gates Foundation, the Novartis Foundation and the US Navy.

The UCSF Global Health Group’s Malaria Elimination Initiative (MEI) is looking for a full - time Administrative and Financial Assistant to work on its project “Restratification of epidemiology and development of interventions for more effective control and elimination of malaria in Vietnam” in collaboration with National Institute of Malariology, Parasitology and Entomology (NIMPE) in Hanoi.

Full – time Administrative & Financial Assistant Position Description

Role:

Reporting to the MEI Deputy Lead for Surveillance and Operations Research, the incumbent will provide excellent administrative and financial support to the UCSF/NIMPE office in Hanoi.

Main duties and Responsibilities:

Administrative support:

- Provide administrative support to ensure UCSF/NIMPE office operations are maintained and run in an effective, organized and accurate manner
- Coordinate purchase of and track equipment and supplies for the office and project
- Facilitate travel for Hanoi staff (accommodation, transportation...)
- Facilitate travel for international consultants (accommodation, transportation, visa...) in Vietnam
- Assist with other administrative and logistical aspects of project activities (meetings, workshops, events etc.)
- Provide translation including written translation of documents from Vietnamese to English and vice versa

Financial & Accounting support:

- Play role of cashier and prepare cash payment for office operation, staff travels etc. under the instruction of MEI Deputy Lead
- Track and monitor all project finances and provide routine accounting reports
- Archive all accounting related documents digitally and in hardcopy

Qualifications and Competencies

Education:

- University degree in business administration or finance or other relevant areas is preferred

Professional Experience:

- At least 1 year experience in administrative and financial support, preferably with an international organization.

Skills:

- Good interpersonal skills and ability to work effectively in a team
- Good translation skills for Vietnamese and English
- Highly motivated, willing to learn, service-oriented and able to work under high pressure and within a limited time frame
- Professional use of personal computer utilizing word processing and spreadsheet software programs (e.g. MS Office, MS Word, MS Excel)
- Proficient with an accounting software is an asset

Opportunities:

- Work in a dynamic environment that encourages personal and professional development
- Practice more administrative and financial skills in interaction with administrative – financial management system of UCSF and other local and US agencies
- Exposure to many local and international partners of UCSF/MEI
- Competitive salary package

Application Procedure

Interested applicants should send Electronic application that includes an application letter together with a CV in English with the subject titled “Admin-Financial Assistant Application”, no later than 28 September 2014, to hoang.tran28@gmail.com. Only short-listed candidates will be contacted for interviews.