

Archives Assistant (short-term)

1. Background

The Swiss Cooperation Office for Vietnam (SCO) is the representative of the Swiss Agency for Development and Cooperation (SDC) and the Swiss State Secretariat for Economic Affairs (SECO). It is responsible for the coordination of the Swiss Development Cooperation of the Swiss Government in Vietnam.

We are seeking for a qualified short-term Archive Assistant to provide support for our Archives Transfer during January 26 – February 13, 2015. An extension is possible.

2. Objectives of the assignment / Key tasks

The Archive Assistant will be working in a small team including one expat and the office head of Administration for three weeks to provide substantial supports in sorting, classifying, labeling and packing the backlog files that have to be transferred to headquarters.

The main tasks of the Assistant are:

- Detach all unsuitable materials according to the team instructions
- Sort out documents
- Check the missing files from electronic system and insert in to the dossier
- Rearrange the documents in right time order and subfolders
- Label and pack the dossiers
- Input in to the excel list

The applicant should be:

- Fluent in English communication
- Hard working, trust-worthy and reliable.
- Able to work in a team.

3. Time frame/ Duration

The assignment will take place from January 26 to February 13 (three working weeks)

4. Application

If you are interested in the assignment, please send your application letter enclosed your short CV and proposed daily fee, references to quyen.hoang@eda.admin.ch with the subject

“Application for Archive Assistant” by 12 January 2015.

The criteria for selection include: fluent English communication skills, experience in similar assignment (working experience in international environment is an advantage).

Only shortlisted candidates will be contacted.