

Administrative Assistant (Temporary)

Duty station: Hanoi, Vietnam

Duration: February – April 2015

Main responsibilities:

- Provide the administrative services, secretarial support, logistic support, travel arrangement, filing of documents, office supplies and equipment management etc.;
- Maintain the excellent flow of communication with the International Consultants, the CIAT Asia Office, other relevant institutions and persons;
- Intensively participate in the preparation, organization and implementation of workshops, events, meetings;
- Assume translation from Vietnamese into English and vice versa;
- Assist the technical staff in their administrative tasks; perform other duties and tasks at the request of the management.

Minimum requirements

- University degree in relevant specialization and qualification in business administration;
- 3 year of professional working experience in a similar position;
- Good organizational skills, excellent behavior in communication with national and international programme's partners;
- Good working knowledge of modern telecommunication systems (including e-mail, fax and internet, related software) and relevant computer applications (e.g. MS Office);
- Excellent proficiency in written and spoken English;
- Dynamic and self-motivated character, willingness to up skill as required by the tasks to be performed.

Successful candidates will enjoy good working conditions with a friendly and creative working environment, open corporate culture, competitive benefits and compensation and good policies of training and development.

Interested qualified candidates are invited to send the application in English, including copies of relevant certificates and references, either by email (tot.hoang@cgjar.org) or h.doan@cgjar.org, before 16 January, 2015.

Note: Please state "Application for Administrative Assistant". The short-listed candidates will be contacted within 1 week after the deadline. Telephone contact is not encouraged.

