

COUNTRY ADMIN & LOGISTIC ASSISTANT	
TEAM/PROGRAMME Finance & Support Service	LOCATION Hanoi Office
GRADE: C	POST TYPE National
CHILD SAFEGUARDING Level 2 : The responsibilities of the post do not require you to have one to one contact with children or young people, but you may have infrequent contact, usually with different groups of children and young people.	
ROLE PURPOSE The Country Admin & Logistic Assistant (ALA) will be responsible for all admin and logistic tasks of Country Office and provide professional advice and support to teams in Area Offices on all admin and logistic related issues, and by ensuring effective admin and logistic systems and processes are in place and functioning as per SCI's general quality standards.	
SCOPE OF ROLE Reports to: HR & Admin Manager Number of direct reports: Driver, Cleaner and sectional intern if any.	
KEY AREAS OF ACCOUNTABILITY Essential duties and responsibilities include the following but not limited. Other duties that are in line with relevant skills, experience and role may be assigned by Line Manager and SMT's members.	
1. General Administration <ul style="list-style-type: none"> ▪ Handle office supplies, equipment, furniture, etc., for Country Office; ▪ Be in charge of overall assets management of Country Office and areas offices; ▪ Manage office store room of Country Office in accordance with SCI's logistic policy and procedure; ▪ Create and maintain a filing system for all admin activities; ▪ Provide staff employees of Country Office with admin services and support in Lease Contracts, payment of monthly house/apartment fees (electricity, running water, internet, cleaning, etc..) ▪ Coordinate and prepare materials for workshops/meetings/conferences/forums of Country Office; ▪ Arrange professional logistics for business travels of staff employees and visitors of Country Office, including but not limited: visa, transportation, accommodation and other related issues; ▪ Organize all staff meeting, monthly support service meeting and take meeting minutes. 	
2. Secretarial Support to SMT <ul style="list-style-type: none"> ▪ Receive and check all proposals and documents from sections/programs before submitting to SMT for approval, including but not limited: 1) Cost, 2) SoD, 3) Relevant policies and procedures, 4) Dictation, 5) Form format, etc., Follow up signing process and return proposals/documents to submitters; ▪ To be the first point of contact for the SMT; ▪ Arrange and manage daily appointment diary and working schedule of SMT; ▪ Handle incoming and outgoing correspondences for SMT, including preparation of documents as SMT require; 	

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- Draft and translate various types of documents required by SMT;
- Handle Request for Payment of personal SMT expenditures and completion of required supporting documents related to the payment requirement, including but not limited: 1) Business expenses (accommodation, taxi, per-diem, lunches and dinner with partners/donors/local authorities, etc.), 2) cellphone, etc.;
- Manage Leave Records of SMT, timesheets and deal with approval process of days leave of SMT;
- Organize monthly SMT meeting and take meeting minutes;
- Deal with other duties required by the SMT.

3. Administrative Legal Services

- Handle all administrative legal documentations and procedures relating to operation of Country Office and personnel, including but not limited: office permits, international workshop permit, visa, passport, work permit, temporary residence card, project approval, etc.;
- Work in collaboration with Finance Section to manage and support staff employees in finalizing content of economic contracts with suppliers;
- Draft and translate various types of admin and logistic documents as needed;
- Provide services of public notarized copies of legal documents;
- Create and maintain a filing system for legal affairs with high security and limited access;
- Establish and maintain relations with local authorities related administrative legal affairs of office operation and personnel.

4. Logistics and Procurement

- Provide daily implementation of all logistics and procurement activities in assigned area;
- Coordinate and conduct all procurements of goods in assigned area, ensure bidding procedures are fully compliant with SCI's policies and procedures and goods are purchased to meet identified project needs in quality and time;
- Develop cargo transport plans in consultation with the project sites to accommodate/take advantage of seasonal transport options (i.e. road networks) to ensure efficient and timely supply of goods to field sites;
- Conduct annual review for the preferred list of suppliers and ensure that the list is updated at least annually and maximize cost efficiency;
- Work closely with Finance Section / Programmes and relevant team members at Area Offices to coordinate and control annual asset inventory/warehousing activities to do asset physical check all locations where stock items are stored and managed by Save the Children, including everything from warehouses to store rooms in offices;
- Provide administrative supports to Line Manager in: 1) ensuring all systems and procedures for Procurement, Warehousing & Stock Management, Fleet, Assets/Inventory are implemented and comply with Save the Children Operations Quality Framework and donor regulations; 2) determine sources for supply of goods and services to meet programme needs, overseeing international and national procurement, 3) Build and maintain effective partnerships and networks with relevant logistics groups of NGOs, and UN agencies for effective implementation of logistics activities, 4) Control compliance of Logistic systems and procedures in area offices, 5) Control Save the Children logistic practices in area offices in compliant with local laws and SCI's regulations, etc;

5. Safe and Security

- Implementation of Country Safe and Security plan in assigned areas;
- Provide technical support to area offices and relevant teams in implementation of safe and

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security plans in the aspects where admin and logistics are responsible i.e. vehicles, visitors, offices, facilities, communications network and supply chain, etc.,

6. Cashier / Petty Cash

- Disburse cash for all cash-related transactions, including travel advances and any payments not made by bank transfer;
- Manage the petty cash fund of Country Office;
- Perform cash counts on a weekly basis, to be verified by the CD/DCD/DFSS;
- Work closely with Finance Section to ensure sufficient cash is on hand in the office safe to ensure smooth operations of the Country Office;
- Ensure security of cash in the office safe, ensuring strict control of access;
- Maintain all relevant documentation for cash transactions and petty cash disbursements.

7. Capacity Building

- Obtains and facilitates training/orientation/induction on admin and logistics management process, SCI and donors' policies and procedures to all relevant SC staffs and partners;
- Brief newly-hired personnel on the organization's policies and procedures related to admin and logistics;
- To be flexible and available for missions to the field for special support or supervision on given admin and logistics issues.

8. Working Contacts:

- Internal: The Country ALA will be expected to work with all relevant team members of Area Offices and all SC staff employees in other Sections/Programs/Area Offices under the supervision of HR & AD Manager.
- External: The Country ALA will be expected to develop and maintain personal links and effective relationships with local authorities, partners & counterparts in other NGO and suppliers of goods/services, the Admin and Logistics point person(s) at the Regional Office, other Country Offices and working groups in the region.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values;
- Holds the team and partners accountable to deliver on their responsibilities, giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved;
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same;
- Widely shares their personal vision for Save the Children, engages and motivates others;
- Future oriented, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters;
- Values diversity, sees it as a source of competitive strength;
- Approachable, good listener, easy to talk to.

Creativity:

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- Develops and encourages new and innovative solutions;
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency;
- Always acts in the best interests of children.

QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelor's degree in Business Administration, Economy, Law and General Administration;
- At least 3-year experience of providing an admin and logistics service to managers;
- Fluent English in listening, speaking, reading and writing
- Proven experience of using MS office application (Word, Excel, Access and PowerPoint)
- Have good knowledge about Vietnamese law relating to admin and logistics operation and legal regulations of INGO;
- Good attention to detail;
- Commitment to and skills in capacity building – together with the ability to assess and coach others;
- Strong communication and presentation skills in English.
- Have high sense of self and team development
- Adapting to changing work patterns and new methods
- Be proactive and creative in all work
- Have ability to work under high pressure

Desirable

- Knowledge of Vietnam development issues and NGO networks;
- A logistic management/development qualification from a credible institution.

EQUAL OPPORTUNITIES

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity and Inclusion policies and procedures.

HEALTH AND SAFETY

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

ADDITIONAL JOB RESPONSIBILITIES

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Date of Issue: 15th October, 2014

APPROVAL FLOW

	SIGNATURE	DATE
AUTHOR (Line : Managers)		
APPROVED BY : (AM / DCD)		

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VERIFIED BY (HR Sector) :	Hong Thi Thuy Linh HR & Admin Manager		
APPROVED BY (DCD / CD) :			