

WVV Project Administration & GIK Officer

Location: [Asia & Pacific] [Vietnam] [Quan Hoan Kiem]

Category: Administrative Services

Job Type: Fixed term, Full-time

INTRODUCTION

World Vision is a Christian relief and development organisation working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WVs work focuses on children, ensuring they are protected and their basic needs are met. WVV has a total income of around USD 20,000,000 (FY14) with funding from 16 support countries in Europe, Asia, the Americas and Australia. WVV employs about 500 staff, of which 99.5% are Vietnamese nationals.

In FY 2015, WVV has 46 Area Development Programs (ADPs). ADP is a 10-15 year community development program that is an integrated approach to community development, emphasizing the process of community participation, ownership and sustainability, while addressing the macro and micro causes of poverty. WVVs ADPs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty.

WVVs ADPs are located in diverse geographic locations: from remote mountainous ethnic minority communities, to the Red River Delta and to the urban slums of Ho Chi Minh City.

Apart from sponsorship funding, ADPs also receive material support from Gifts-in-Kind (GIK), which boosts the quality and impact of activities, which are ongoing but under-resourced. WVV has been using GIK as a development resource since 1991. GIK resources are donated to WV

from various sources including governments, individuals, corporations, companies and non-profit organizations (NGOs).

PURPOSE OF THE POSITION

To assist the Operations Director in (i) coordinating with and providing support to various programmes/projects and Project Officers and ADP Managers in Vietnam to ensure that project administration work is completed efficiently and effectively, (ii) visitors to programmes/projects are well facilitated and (iii) receiving, distributing and reporting Gifts In Kind goods.

KEY RESPONSIBILITIES

Project Administration

- Update all documents relating to World Vision Vietnam programmes/ by maintaining Program Tracking System database
- Well manage and timely update PPDM (Programs & Projects Document Management) database.
- Work with related staff in ensuring the consistency between myPBAS (Budget & Actuals System) request/approval with LEAP budget
- On time review and submission of Project Authorization Payments (PPAs).
- Maintain a central file of project documentation and correspondence.
- Ensure coordination in the Budgeting process with all programs in Vietnam.
- Ensure coordination with the Finance department on Operation funding request.

- Provide approvals to Zonal program managers/ADP managers on behalf of the Operations Director with regard to programme and project administration issues.
- Consolidate & review the monthly report and documents for the Operations Department

Gifts In Kind

- Update WVV strategy for GIK in consultation with Operation Director and other related staff.
- Well prepare an annual Gifts in Kind (GIK) planning chart (Plan of Action) based on ADP managers requests; submit to the Operations Director/National Director for approval and subsequently forward to the relevant Support Offices.
- Make and effectively & timely distribute arrangements for all GIK shipments by liaison with relevant managers and staff in WV Support Offices and GIK donors.
- Obtain approval for importing GIK from the relevant Government authorities smoothly and in a timely manner.
- Regularly track and manage all GIK shipments, and the progress is reported to the Operations Director.
- Manage GIK process effectively and provide optimal benefit to WV funded projects/consignees/beneficiaries by close cooperation with all staff involved in handling GIK donations.
- Well track and monitor GIK distribution and use (particularly pharmaceuticals) by effective cooperation with ADP Managers and consignees to ensure they are in

accordance with the Support Offices requirements and WVV requirements by effective cooperation with ADP Managers and consignees.

- Complete End-Use report for each GIK shipment as required by the Support Offices and sent to them on time.
- Translate GIK receipt and distribution documents into English and forward to Support Offices.
- Prepare human interest stories and communications on GIK shipments and distribution, including use of digital images where appropriate. Make field visits as necessary during the distribution of GIK

Other Administrative function

- Maintain resource center and library for books for the office.
- Work with Zonal Programs Managers, ADP Managers and other related staff in coordinating the visits for the programme/project visitors
- Update the Operation Manual by working with related staff, and send to staff for their use.
- As a member of Central Purchasing Committee, ensure all purchasing contracts which are above \$5,000 to be reviewed before forwarding to National Director for final approval.

JOB REQUIREMENT

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:

- A bachelor degree in any field.
- Good oral and written communication skills in English and Vietnamese.
- Strong interpersonal skills.
- Ability to relate well with different nationalities.
- Computer literacy (Word, Excel, and database).
- Function well in a team environment.
- Have good knowledge about the administrative and legislation system of the country. Be sensitive in dealing with government relations.
- Very well organized & accurate.
- At least three year experience in office administration work.

World Vision Vietnam is a Christian non-government organization. Applicants having working experience in a similar kind of organization will be an advantage.

Our contact details are:

People and Culture Department



World Vision International - Vietnam

Address: 4th floor, the HEAC building, 14-16 Ham Long street, Hanoi

Tel: 04. 39439920 (ext.118)

We give equal opportunity to every candidate, regardless of religion, race and gender.

A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.

Thank you for your interest in employment with World Vision.