

# Operations Officer (Finance Sector)

## National Legislative Development Project in Vietnam (NLD)

### PROJECT DESCRIPTION:

The National Legislative Development Project (NLD) aims to support the Government of Vietnam's effort to reform the Vietnamese law-making process and improve the quality of economic legislation. The project is a bilateral initiative funded and supported by the Government of Canada through the Department of Foreign Affairs, Trade and Development (DFATD).

The NLD is designed to support capacity building with respect to four core components of the law-making process: (1) planning; (2) policy analysis and development; (3) legislative drafting; and (4) the coherence and systematization of legislation. The project aims to support the efficient implementation of the new Law on Promulgation on Legal Normative Documents (LPLD) to be undertaken by various Ministries and Agencies of Vietnam. Its ultimate outcome is a strengthened, effective, transparent legal framework reflecting the needs of Vietnamese citizens and supporting equitable economic growth.

### Project Partners

In Vietnam: Ministry of Justice (lead partner); the Law Committee of the National Assembly; the Office of Government; Ministry of Finance; Ministry of Agriculture and Rural Development; and, the Ministry of Industry and Trade.

In Canada: The project is operated by Canadian Executing Agency (CEA) that is a consortium of the Canadian Bar Association (CBA), Ontario Justice International, Ministry of the Attorney General of Ontario (MAG), and Stikeman Elliott LLP (SE).

The NLD has a project office in Hanoi led by a Canadian Project Field Manager (PFM).

The project is currently looking for talented Vietnamese to join its ranks to deliver this ambitious and important program.

**POSITION:** Operations Officer (Finance Sector)

### JOB PURPOSE:

The Project Operations officer is responsible for the effective provision of daily administrative and accounting services to NLD project

### RESPONSIBILITIES:

- Provide support to Senior Finance Officer (SAFO), Senior Project Officer (SPO), Project Officers (POs) to develop and coordinate activity fund planning to ensure Pro format costing of activities to be engaged by partners are compliant with Cost Norm and Administrative Procedures (AP) of NLD. In collaboration with POs ensure deliverables are collected and approved before payments.
- Support coordination of disbursement in line with Annual Work Plan budget and schedules

- Assist to follow up and monitor financial aspects of activities conducted by NLD partners in each component and outputs.
- Ensure each deliverable agreed with partner has been delivered to enable disbursements with supporting documents following with consultations of Project officers.
- Provide support to SAFO to monthly reconcile all activity and advance and follow up to ensure the advance to any given partners is kept to minimum and the clearance supporting documents are submitted on a monthly/timely basis.
- Support and check and review all aspects related to monitoring of disbursement and liquidations invoices, receipts, supporting documents provided back by NLD partners having conducted activities to ensure accurateness and compliance with policies and procedures, expenses are properly charged to projects/cost WBS code with approval from Budget holder and supporting documents are submitted to Finance Function timely.
- Support SAFO and SPO to prepare and manage APs and third party contracts following CEA, donor, legal requirements and procedures on contracts, including proper filing of soft and hard copies.
- Provide support to Senior Finance Officer and SPO and coordinate with PO to perform contract management, ensure support counterpart and the team in closing APs/contracts timely on monthly basis and keep managers informed of the closing date and follow up with extension
- Provide assistance to provide direct training and regular assistance to the NLD partners to assist them deliver proper financial reporting and deliverables in accordance with agreed rules.
- Responsible for supporting consultant contracting, resource person use, purchase of office equipment's and assets, upon approval by Budget holder to ensure the purchasing and contracting policies and procedures are strictly followed as per donor and NLD Cost Norms and Guidelines.
- Provide support to other tasks when required and support for annual internal and external finance and accounting audits of project.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:**

- Bachelor Degree in finance or accounting with at least 5 years of working experiences with development projects.
- Knowledge of planning processes for development projects, government machinery, public administration procedures for financial reporting making processes would be an asset.

If you are interested to learn more about the project and about the positions please consult the NLD website at [www.nldvietnam.org](http://www.nldvietnam.org) for more information;

Please send your CV together with application letter to: [hr@nldvietnam.org](mailto:hr@nldvietnam.org)

Deadline for application: 30th of October 2015.