

## JOB DESCRIPTION

<b>Position title:</b>	Temporary Project Administration, WWF-Vietnam
<b>Reports to:</b>	Focal Point person, WWF-Vietnam
<b>Technically reports to:</b>	Senior Finance Officer, WWF-Vietnam
<b>Supervises:</b>	n/a
<b>Location:</b>	Quang Nam, Vietnam with frequent travels to project sites in CA as required
<b>Date:</b>	<b>December 2015 to August 2016</b>

### I. Background:

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country.

WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

### II. Major Functions:

The Temporary Project Administration is responsible for the effective provision of daily administrative services to all technical staff in CarBi project. To assist and support effective project activities under protected area and forest restoration components

### III. Major Duties and Responsibilities:

- Provide support to Senior Finance Officer and PA&RES Managers to work with relevant functions to arrange logistics for events and meetings held in project sites to ensure that they are properly organised and conducted.
- Provide support to Senior Finance Officer and PA&RES Managers to develop action plans, activity fund planning under guiding of project technical staff of forest restoration and protected area components.
- Responsible for the purchase of office equipments and assets upon approval by Budget holder to ensure the purchasing policies and procedures are strictly followed. Work with FA Function to conduct inventory of office assets.
- Coordinate the organization of national and international travel including booking vehicles and accommodation, purchasing tickets and travel insurance, arranging visas, logistics, etc. for project staff
- Assist PA&RES Managers to follow up and monitor activities conducted by counterparts in Hue and Quang Nam under forest restoration and protected area components.
- Provide support to Senior Finance Officer and managers to monthly reconcile all CarBi staff's travel advances and follow up to ensure the advance is kept to minimum and the clearance supporting documents are submitted on a monthly/timely basis
- Check and review all related invoices, receipts, supporting documents of CarBi activities to ensure accurateness and compliance with policies and procedures, expenses are properly charged to projects/cost centre/BL/donor code with approval from Budget holder and supporting documents are submitted to Finance Function timely.
- Support PA&RES Managers in prepare and manage APs and third party contracts following organisation's and legal requirements and procedures on contracts, including proper filing of soft and hard copies.

- Provide support to Senior Finance Officer and PA&RES Managers 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 support to other tasks when required and annual internal and external finance and accounting audits of project

#### IV. Profile:

##### Required Qualifications

- Bachelor's degree in English, Finance and Accounting, social sciences, business administration, business management or in relevant fields
- 2 years of practical experience in administration, Accountant, Finance Assistant or Bookkeeper, 1 year of which should be in international organisation
- Experience in developing administration, finance and accounting systems, policies and procedures is an advantage
- Basic knowledge of environmental and conservation issues in Viet Nam is an advantage
- Good knowledge of administration process of visa, work permit, office licence, etc.
- Knowledge of local finance and accounting system, standards and practices
- Good understanding of normal practices in non-profit organisations
- Basic knowledge of international finance and accounting standards is an advantage
- Good knowledge of all office systems

##### Required Skills and Competencies

- Planning, organisation, time management, and coordination skills
- Supervisory and problem solving skills
- Communications and negotiation skills
- Networking, teamwork and interpersonal skills
- Fluency in written and spoken English
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively;

#### V. Working Relationships:

**Internal: WWF GMPO:** Work closely with finance and HR teams. Interact with admin teams of regional and other country offices. Engage with and support WWF Viet Nam staff.

**WWF Network:** N/A

**External:** Interact regularly with government agencies, polices, landlords, consultants, suppliers, service providers. Engage with other organisations on administration systems and practices for learning and sharing

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Country Director: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_