

Admin Officer

Good Neighbors is an international, non-profit humanitarian organization that plans, implements and raises funds for the provision of services in child education, community development, health, sanitation, and disaster relief projects. Currently Good Neighbors has been operating in 30 countries, supporting approximately 16.8 million people, including 9.6 million children.

Good Neighbors International in Vietnam (GNI) is implementing Community Development Projects (CDP) based on child sponsorship in 3 provinces; Tuyen Quang, Hoa Binh, and Thanh Hoa. GNI is working in main areas such as child sponsorship and education, water and sanitation, income generation, etc. in 9 CDPs and is managing over 9,400 sponsored children.

Effective date: 2nd Jan. 2016

Location: Hanoi Office

Type of contract: Permanent

Job title: Admin Officer

Department: Admin-Finance Division

Reports to: AD manager

1. KEY WORKING RELATIONSHIPS

Internal: Country Director, Managing Director, OD Manager/Officers, SSD Manager/Officers, AD Manager/Officers, PM, Project Officers

External: GNI's Donors, Partners, Governmental Officials, INGOs, Communities

2. MAIN DUTIES

2.1. Administration (AD)

- Be responsible for office administration on day-to-day activities: internet, fax, telephone, computer operation, and other reception activities;
- Update laws related to organization operation, and update administrative forms;
- Liaison with PACCOM for administrative issues related to INGO, prepare regular reports and any changes of the office to PACCOM and other related authority agencies accordingly with the regulations of Vietnam;
- Be in charge of official documents (receive, check, compile, and send out all the official documents related to administration);
- Manage the using of the three office cars (get orders, arrange drivers, and manage the logbook);
- Collect requirements and purchase office supplies; collect quotations and contact service providers when needed;
- Record, compile, and distribute minutes of meetings to related people;
- Do the translation and/or interpretation from Vietnamese to English and vice versa;
- Manager the office stamps;
- Maintain electronic and hard copy filing system.

2.2. Public Relationship (PR)

- Network with other INGOs and local authority agencies;
- Manage the organization's website;
- Coordinate for process related to containers from IHQ;
- Be in charge of communication publications as brochures, annual reports, and books, etc.;
- Manage the office's general email accounts and distribute emails to related persons;
- Provide HO/FO with timely IT supports;
- Manage the volunteer teams;
- Other tasks required by line manager.

3. QUALIFICATIONS REQUIRED

Education Work experience

- University degree or higher in Administration, Social Studies, or relevant fields.
- At least 02 year working experience for INGO;

Skills Attitude

- Ability to work independently and with a team; Sociable, responsive, committed;
- Good organizing skills and interpersonal skills;
- Experience in administrative work;
- Good written and oral English.
- Accountable and transparent.
- Excellent skills in computer use.

4. HOW TO APPLY

Interested candidates are invited to send their application (including a letter of motivation and a CV) to Human Resource Division via the email address recruitment@gni.org.vn or to the Head Office address: Good Neighbors International in Vietnam (Add: Apartment 1303, 29T1 Building, Hoang Dao Thuy street, Cau Giay district, Hanoi no later than 10th December 2015. We are very sorry that only short-listed candidates will be contacted for interviews.