

## Administrative Officer

Announcement number: KNCV VTN 01/16  
Position: Administrative Officer  
Duration of contract: 12 months with possible extension  
Salary: Competitive  
Duty station: Hanoi, Vietnam  
Opening date: 22 May 2016  
Closing date: 30 May 2016

KNCV Tuberculosis Foundation is a leading non-governmental organization working in Global Tuberculosis (TB) Control. KNCV Tuberculosis Foundation has been active in TB control for over one hundred years both in the national and international context. As a non-profit organization KNCV Tuberculosis Foundation is active in over 40 countries in Europe, Africa, Latin America and Asia. KNCV Tuberculosis Foundation is dependent on subsidies from Government and other sources, as well as private contributions through fundraising. The headquarters office is located in The Hague, The Netherlands.

In Vietnam, KNCV Tuberculosis Foundation promotes effective, efficient and sustainable tuberculosis control in Vietnam by supporting and building capacity of health system, including national programs and active participation in national and international policy development.

### **CHALLENGE TB**

The Tuberculosis Coalition for Technical Assistance (TBCTA) has been carrying out the USAID funded Challenge TB project in the globe since 1 October 2014, including Challenge TB project in Vietnam. The Project Management Unit (PMU) in The Hague is responsible for overseeing the preparations and implementation of the various projects with the coalition partners. Challenge TB's PMU is responsible for quality control and technical and financial reporting to USAID and keeps all partners informed about relevant matters. While each coalition partner is responsible for the implementation of the projects assigned to that organization, it is the task of PMU to facilitate the development and approval of the work plans, transfer the necessary funds and monitor progress.

PMU prepares the board meetings, controls and ensures timely implementation and reporting of all activities of Challenge TB in the globe, ensures that USAID rules and regulations are being followed, prepares the Annual Plan of activities and participates if necessary in country appraisal and monitoring visits.

**Purpose of the position:** The Administrative Officer will be responsible for the administrative work, interpretation and translation for the KNCV Vietnam office and KNCV supported projects in Vietnam.

### **Position in the organization:**

The Administrative Officer is a member of the Country Office and reports to the Country Representative Officer.

### **Main duties:**

- Take responsibility in correspondence between KNCV and partners, local agency; inform and update information to POs, CRO about the progress: telephone communications, take notes, incoming-outgoing letters, office documentation and reports.
- Maintain the project administration in filing system and sever to ensure the HO security procedure:
- keep track of plans and reports related to projects and programs, keep program documentation and project administration Assemble Terms of References and contracts based on standard formats and clauses;
- Support in arranging logistics, organization of workshops, seminars, meetings, etc. including estimating budgets for these activities, settle payment, monitoring expenditures, and ensuring that documents and other materials are available on time;
- Interpret and translate documents, letters vice versa into English or Vietnamese and translate and interpret at meetings,; accompany international consultants during field visits as needed;
- Draft letters in English and in Vietnamese;
- Attend meeting and take notes/minutes when needed;
- Function as contact for information concerning quotations, bank details, reports etc. when needed;
- Arrange logistic support (travel, hotel, visa application, etc) for field trips, external consultants and POs' travels;
- Collaborate with Financial Officers about project expenditures: arrange the payment on petty cash; checking expenditure reports, chase up the payment for logistic, consultants and others suppliers; chase up and check timesheet of staff/consultants;
- Oversee facilities, technology, and materials utilized in the office, coordinating with appropriate services;
- Manage the filing, storage and security of documents and reports from partners;
- Manage information and general administration issues and practices;
- Manage the repair and maintenance of computer and office equipment;
- Control stationeries and maintain stationary inventories; Purchase office consumables and other items as required.
- Manage the inventories list of office equipment.
- Monitor and supervise other administrative works: office arrangement, security and cleaner;
- Ensure timely and quality reporting at all levels;
- To assist CRO in timely and quality reporting to donors and stakeholders;
- Performs other duties as requested by the Country Representative Officer.

## **Requirement qualifications:**

### Education and Skills

- University degree required, preferably in English and/or public health or a development oriented subject;
- More than 1 years of relevant interpreting/translating work experience in his/her specific technical area;
- Professional speaking/reading/writing English and Vietnamese is required;
- Good administrative skills, systematic way of working and experience in organizing office documentation and materials;
- Ability to use computer software related to program administration; Microsoft office programs, notably Word, Excel, Power point;
- Ability to communicate effectively;
- Ability to work according to deadlines and instructions;
- Being motivated and able to work independently;
- Demonstrated ability in team situations, sensitive to others, and an ability to provide support and positive timely contribution;
- Carefulness, accuracy, honesty, enthusiasm and willingness to learn;
- Having good references from previous employers and/or teachers;
- Being able and willing to travel when needed to projects outside Hanoi.

### Specific skills

- Ability to multi-task;
- Being innovative and creative;
- Strong analytic capacity;
- Being able to deal with resistance;
- Self-initiation;
- Networking, negotiation and coordination;
- Being sensitive to cultural differences and understanding the socio-economic, political and ethical issues surrounding TB control;
- Ability to work-proactively and work well in a team;
- Ability to develop and maintain efficient working relationships among staff within KNCV country offices as well as external partners.

### Additional characteristics

- Tasks are performed independently within a set policy framework of responsibilities and assignments.
- This job involves regular travel. The Administrative & interpreting officer will frequently travel in-country

### **Responsibilities, competences and risk factors**

- Material risk due to the responsibility for project management issues. External factors enhancing workload may lead to stress.

### **Application:**

Applicants are requested to submit a cover letter and curriculum vitae with names and contacts of the last three professional references to the E-mail address: [kncvhr.vtn@gmail.com](mailto:kncvhr.vtn@gmail.com) under subject 'Administrative Officer'.

Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.

We invite you to learn more about KNCV Tuberculosis Foundation and CHALLENGE TB project by accessing our websites [www.kncvtbc.org](http://www.kncvtbc.org) and [www.challengeTB.org](http://www.challengeTB.org)