

Operations Assistant

The ADB-Viet Nam Resident Mission (VRM) was established to assist its Headquarters in the implementation of projects and programs, in project processing, country programming, and economic and sector work. It also coordinates ADB's activities with other resident diplomatic and donor missions, NGOs, academic institutions, local think tanks, private sector and other members of the civil society.

Appointment

The appointment is for a one-year term.

Reporting Arrangement

The position reports to a National Officers and Professional Officers

Description of Responsibilities

Specific responsibilities include

1. typing, preparing and submitting on time all correspondences and documents for supervisors in compliance with ADB's standard.
2. ensuring all the incoming mails are logged, properly distributed and brought to the attention of concerned staff, and that outgoing mails/faxes are delivered on time.
3. providing efficient reception services by screening incoming telephone calls, taking accurate messages, dealing with queries from internal/external calls to ensure they are referred in timely manner to the concerned staff.
4. ensuring the effective coordination of supervisors' schedules by maintaining their diaries and arranging appointments, meetings, travel and accommodation as specified by supervisors in accordance with ADB procedures.
5. ensuring the office filing systems and records are properly maintained and updated in accordance with an existing framework for easy retrieval.
6. providing administrative support to professional staff, national officers and operational missions.
7. carrying out other related functions as may be required.

Selection Criteria

- suitability to undertake the responsibilities mentioned at the required level;
- bachelor's degree.
- at least 3 years of relevant work experience preferably in an international organization.

- excellent written and oral communication skills in English.
- strong computer skills especially in the use of MS Word, Excel and Powerpoint.
- good interpersonal skills and the ability to work in a multicultural environment.
- ability to manage priorities and workload within general schedule of work, instructions and standardised practices and work with minimum supervision.
- ability to establish and maintain productive contacts with appropriate agencies of host government, donor agencies and executing agencies.
- familiarity with local languages and institutions.
- good understanding of the organization, with in-depth knowledge of ADB's diverse procedures (as they relate to secretarial work) and operations

The Asian Development Bank's vision is a region free of poverty. Established in 1966 and headquartered in Manila, Philippines, ADB's multicultural staff come from over 60 member countries. The position is for a one-year appointment with a local remuneration package. The advertised position is only open to persons who are nationals and residents of Viet Nam. While the position advertised is for the Viet Nam Resident Mission, ADB staff may be required to serve in any location outside the Resident Mission at the discretion of Management

Send application quoting Ref. No. VRM/Contr/2016-002 by 4 October 2016 to:

lthu@adb.org

(please do not contact by telephone)

Only shortlisted candidates will be contacted. Applications submitted without the job reference number and job title will not be considered.