

# Administrative Officer (AO)

Job Title: Administrative Officer (AO)

Reports To: Country Finance Manager (CFM)

Contract type: Long term

Department/Group: Finance and Administration

Location: Hanoi

## Background

The Wildlife Conservation Society (WCS) is a non-profit, tax-exempt, private organization that saves wildlife and wild places worldwide through science, conservation action, education, and inspiring people to value nature. WCS has been working to strengthen the commitment and capacity of the Vietnamese government to combat wildlife trafficking since 2006 and have established a wellrespected presence in the country, providing support to a range of government agencies. We have generated a wide range of reliable data on a number of related issues and trained over 900 law enforcement officers from a range of agencies in investigation and enforcement techniques, and distributed a number of technical handbooks and guides. We have assisted central agencies to review and propose criminal intelligence analysis systems, inter-agency agreements and cooperation, national legislation, and have supported bi-lateral dialogues to suppress the wildlife trade and strengthen Vietnam's enforcement response.

## Scope of work

The Administration Officer is responsible for providing administrative assistance to ensure the smooth operation support to the management and implementation of WCS Vietnam program activities.

## Main responsibilities

- Run front-desk for the WCS office (including receiving visitors, handling incoming/outgoing correspondences, faxes, PO Box, operation system, etc.)
- Support meeting arrangement and follow up meeting schedule
- Coordinate and support office/project activities in term of administration and logistics (booking air ticket, car, taxi, hotel, stationeries, printing, etc.)
- Manage visa, resident-card application for international staffs and guests.
- Manage procurement, the use, maintenance and inventory of office and field equipment (e.g. server, photocopier, scanner, computers, printers...)

- Maintain library (new entries, lending, publications, etc.), stationeries, office supplies purchase and housekeeping for WCS office.
- Manage office refreshment fund (tea-break , farewell and birthday parties)
- Facilitate all IT related issues: computer are backed-up, virus/spyware protection is up-to-date and scanned regularly
- Support to office procurement; office layout to meet the need of office staff
- Manage petty cash and office expense
- Maintain contact lists (staff, suppliers and partner contacts)
- Provide interpretation and translation of office documents as required
- Perform other tasks as required by Country Finance Manager.

#### Required Knowledge, Skills, Abilities

- Minimum two years relevant work experience.
- Minimum bachelor/college degree
- Experience with an international organisation or NGO is preferred
- Good interpersonal and communication skills
- High attention to details
- English and Vietnamese language is essential to effective performance in this position
- Fluency in Microsoft Office (Word, Excel) and ability to conduct internet based research at a minimum. Knowledge of Photoshop is preferred.
- Creative and enthusiastic.

#### Schedule and Compensation

Salary grades are commensurate with experience and education. Benefits include private health insurance for staff and dependant(s), a 13th month salary and 20 annual-leave days.

#### How to apply

Interested applicants should send a cover letter, CV with photo, contact details for references to:

Mrs. Nguyen Thi Thu My – Finance and HR Officer

Wildlife Conservation Society

106-D, 3 Thanh Cong street, Ba Dinh, Ha Noi.

Email: [ntmy@wcs.org](mailto:ntmy@wcs.org)

Deadline for applications: 30th November 2016

Only shortlisted candidates will be contacted.