Temporary Administrative & Finance Assistant

Temporary Administrative & Finance Assistant - Asia Regional Office (April - September, 2017 – Maternity leave)

The International Center for Tropical Agriculture (CIAT) works to reduce hunger and poverty, and improve human nutrition in the tropics through research aimed at increasing the eco-efficiency of agriculture. CIAT is a member of the CGIAR Consortium (www.cgiar.org), a global research partnership working many partners for a food secure future.

CIAT Asia is looking for a Temporary Administrative & Finance Assistant responsible for providing support in the various administrative and accounting. The position reports to the Asia Regional Administrative Coordinator. This is a temporary recruited position from April - September, 2017, and will be based at CIAT Asia Regional Office in Hanoi.

Responsibilities

- Administrative Support (80%)
    - Provides general secretarial support to the Regional Administrative Coordinator.
    - Assists in staff travel and visitor services by coordinating with travel agencies and other external service providers.
    - Serves as office receptionist for incoming/outgoing communication, and maintains registry of office records and documents.
    - Assists in administrative and logistical arrangements for organizing events such as meetings, trainings and workshops.
    - Implement Logistic Modules on Agresso for Hanoi Office and Region as well.

- Accounting Support (20%)
    - Provides general secretarial support to the Regional Finance Officer.
    - Supports staff in preparing required documents to support financial transactions.
    - Assists in organizing, reviewing and filing of vouchers and accounting documents.
    - Maintains expenditure records needed in preparation of monthly financial reports.
    - Assists in conducting bank transactions and liaises with related external financial services.

Skills and Experiences

- University degree in relevant specialization and qualification in business administration, accounting;
- 3 year of professional working experience in a similar position;
- Good organizational skills, excellent behavior in communication with national and international programme's partners;
- Excellent proficiency in written and spoken English;
- Dynamic and self-motivated character, willingness to up skill as required by the tasks to be performed.
- Good computer skills, especially with Microsoft Word, Excel, PowerPoint, Windows, and in internet-based communications
- Excellent interpersonal skills
- Excellent organizational skills and high attention to details
- Good command of task prioritization and time management to meet deadlines
- Good teamwork, spirit and enthusiasm
- Proven ability to problem solve and think proactively
- Experience in translation or other communications-related fields

Terms of employment

Applicants are invited to send a cover letter illustrating their suitability for the above position against the listed qualifications, competencies, skills together with a detailed curriculum vitae, including names and addresses of three referees knowledgeable about the candidate's professional qualifications and work experience. All correspondence should be addressed to the CIAT-Asia Human Resources Office attention: Ms. Thao Hoang (t.hoang@cgiar.org) and should clearly indicate "Temporary Administrative & Finance Assistant - Asia Regional Office".

Closing date for applications: 15 March, 2017.

CIAT is an equal opportunity employer.