

Program Assistant cum Admin/Accounting

PROGRAM ASSISTANT CUM ADMIN/ACCOUNTING

Position type: Full time, 1 year contract and renewal

Location: Based in Hue City.

Interfacing: The Program Assistant reports to and is supervised by DCA Country Representative.

Job Summary: Assistant for DCA's Country Representative in Vietnam. S/he will review the projects' financial and activities reports; manages the administrative and accounting for DCA in Vietnam.

Design Capital Asia (DCA) is a non-profit and non-governmental organization and legally registered in the United States of America by the founding team consists of experienced and committed individuals, partners, and experts who have worked in humanitarian and development fields serving marginalized and disadvantaged communities globally and in Vietnam for decades.

DCA was registered operation permit in Vietnam in 2016 but since 2010, DCA has partnered with many local organizations such as Quy Ho Tro Phat Trien Hue, Hue Friendship Organization (HueFO), and various governmental organizations such as Department of Education and Training to implement the health and social economic development programs in Thua Thien Hue Province.

DCA operates three main programs including a public health program, economic development program, and environmental program.

MAIN TASKS & RESPONSIBILITIES:

Program level:

- Review financial and activity reports (both Vietnamese and English).
- Support Country Representative (CR) to organize the meetings among the organization, partners and consolidate meeting minutes.
- Support Project Manager to prepare yearly financial and operational plan based on the project document.
- Under delegation from the CR

Administrative/Accounting:

- Manage DCA's account in Vietnam and report to CR the changes of finance. Cash and bank transfer management

- Final check to ensure the invoices and accounting procedures are followed the Vietnam regulation and laws.
- Follow up the contract, pay salaries and insurances to staff.
- Other paperwork, administrative preparation for DCA in Vietnam

REQUIREMENTS:

- Bachelor in English or relevant fields
- Minimum 2-years practical experience with a national/international humanitarian/development organization and experience in office management is advantage.
- Experience in report analysis and writing
- Experience in coordination and communication
- Knowledge and experience in facilitating the group meetings or workshops
- Fluency in writing and speaking in English
- Advanced computer skills in Word and Excel and PowerPoint
- Relational skills: working in/with a team
- Ability to work independently, exercise judgment, meet deadlines and work under pressure.

Applications should include:

- A resume/curriculum vitae summarizing qualifications and experience;
- An application letter (no more than two pages);
- 3 work referees and contact details.

Please indicate your expectation for remuneration/salary in your application

Deadline for submitting application by March 10th, 2017

Contact details: Email to: dcavietnam.recruitment@gmail.com

DCA is an equal opportunity employer. Only short-list candidates will be contacted for interview.