

## **Admin Officer**

Good Neighbors is an international, non-profit humanitarian organization that plans, implements and raises funds for the provision of services in child education, community development, health, sanitation, and disaster relief projects. Currently Good Neighbors has been operating in 37 countries, supporting approximately 17 million people, including more than 10 million children.

Good Neighbors International in Vietnam (GNI) is implementing Community Development Projects (CDP) based on child sponsorship in 3 provinces; Tuyen Quang, Hoa Binh, and Thanh Hoa. GNI is working in main areas as child sponsorship and education, water and sanitation, income generation, etc. in 9 CDPs and is managing almost 10,000 sponsored children.

**Job title:** Admin Officer

**Effective date:** March, 2017

**Department:** Admin-Finance Division

**Location:** Hanoi Office

**Report to:** Admin-HR Team Leader.

**Type of contract:** Permanent

### **1. KEY WORKING RELATIONSHIPS**

**Internal:** Country Director, Managing Director, OD Manager/Officers, SSD Manager/Officers, AD-FD Manager/Officers, Project Manager, Project Officers

**External:** GNI's Donors, Partners, Governmental Officials, INGOs, Communities

### **2. MAIN DUTIES**

- Welcome guests and deal with general office affairs;
- Directly manage and coordinate to maintain of office assets and equipment at the Head Office (HO); Indirectly manage the office assets and equipment of the six Field Offices (FO);
- Manage the using of the three office cars;
- Collect requirements for purchasing office supplies; collect quotations and contact service providers when needed;
- Provide HO/FO with timely IT supports;

- Contact persons in charge of the office building side to handle issues related to office running in the building;
- Liaise with the Service Department for Diplomatic Corps (Dipserco);
- Support for visa applications and work permit for dispatched staff;
- Be in charge of immigration and customs procedures when required;
- Support all the administrative procedure related to GNI's foreign personnel and guests for during their time working in Vietnam;
- Prepare logistics for events, workshops held by GNI in Vietnam, business trips of directors;
- Be in charge of distributing process of containers from Korean;
- Maintain electronic and hard copy filing system;
- Manage the office stamps;
- Other tasks as required by line manager.

### **3. QUALIFICATIONS REQUIRED**

#### **Education**

- University degree or higher in Administration, Social Studies, Law, or relevant fields.

#### **Work experience**

- At least 03 year working experience for NGOs;
- Experience in administrative work;
- Good written and oral English.

#### **Skills**

- Ability to work independently and with a team;
- Good organizing skills and interpersonal skills;
- Excellent skills in computer use.

#### **Attitude**

- Sociable, responsive, committed;
- Accountable and transparent.

**Natinality:** Vietnamese

#### **4. HOW TO APPLY**

Interested candidates are invited to send their application (including a cover letter and [GNI's Employment Application form](#) as attached) to Human Resource Division via the email

address [recruitment@gni.org.vn](mailto:recruitment@gni.org.vn) or to the Head Office address: Good Neighbors International in Vietnam, 17th Floor, Block A, Song Da Building, My Dinh I, Nam Tu Liem, Hanoi no later than 26th March 2017.

We are very sorry that only short-listed candidates will be contacted for interviews.