

Admin and Logistics Officer

National Legislative Development Project in Vietnam (NLD)

Admin and Logistics Officer

The NLD project is seeking an Admin and Logistics Officer to support on-going project implementation and monitoring of activities with six government partners. The position is time-limited for 1 year with possibility of renewal. Location of work is in Hanoi.

Project description

The NLD Project is a five-year project (2013-2018) with possible extension, supporting the Government of Vietnam in the reform of legislative processes. The project partners are the Ministry of Justice (lead partner), the Law Committee of the National Assembly, the Office of Government; the Ministry of Finance, the Ministry of Agriculture and Rural Development, and the Ministry of Industry and Trade.

The project is funded by Global Affairs Canada and implemented by the Canadian Bar Association (CBA) in collaboration with partners.

Job description

The Project Admin and Logistics Officer is responsible for the effective provision of daily administrative services in NLD project

Responsibilities include, but are not limited to:

- Provide reception duties.
- In charge of incoming and out-going mails and courier for project office.
- Provide support to Project office to work with relevant functions to arrange logistics for events and meetings held in project sites to ensure that they are properly organized and conducted.
- Coordinate the organization of national and international travel including booking vehicles and accommodation, purchasing tickets and travel insurance, arranging visas, logistics, etc. for project staff.
- Provide clerical work support to Senior Admin and Finance Officer for preparation of payment slip, petty cash management, expense receipts, supporting documents of partner activities to ensure accurateness and compliance with policies and procedures.
- Conduct periodic inventory of office assets.
- Record and review timesheet, annual leave and sick leave of project staff.
- Photocopy of project accounting receipts and vouchers.
- Maintenance of project website

- Graphic design of charts and workshop material
- Provide support to other tasks when required.

Qualification and Experience:

- University degree in finance/accounting, business/commerce, or other areas of relevance to the work of NLD with at least 3 years of working experiences in a similar position.
- Knowledge of Word; Excel; Photoshop skill is an asset
- Team building skills; Good and cheerful personality, hardworking and attentive to staff and partner needs.
- Good command of spoken and written English.

Remuneration:

The NLD can offer a competitive salary and benefit package based on qualifications and past experience.

Timing:

The position is available from 10 August 2017, initially for a period of one year with possibility of extension.

Tentative date of interview:

21 July 2017

Application:

Applications should be addressed to NLD Human Resource and reach the NLD office by 15 July 2017.

Applications may be delivered by hand to the following address: Room 1704, 53 Quang Trung, Hanoi, Vietnam or sent by email to: hr@nldvietnam.org

Shortlisted applicants should be contacted on 20 July 2017 for interview.