

Operations Officer

National Legislative Development Project in Vietnam (NLD)

Operations Officer

The NLD project is seeking an Operations 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 Operations officer is responsible for the effective provision of daily administrative services in NLD project

Responsibilities include, but are not limited to:

- Provide initial check and review of all aspects related to monitoring of disbursements and liquidation of invoices and receipts; supporting documents provided by NLD partners for conducted activities to ensure accurateness and compliance with NLD Cost Norms, policies and procedures; follow-up with partners to ensure supporting documents and monthly expense reports are submitted in a timely manner.
- Provide support to Senior Finance Officer to monthly reconcile advance and follow up to ensure the advance to any given partner is kept to minimum and the clearance supporting documents are submitted on a monthly/timely basis.
- Prepare bank payments, support in monthly bank reconciliation and ensure expenses are properly charged to projects/cost WBS code in accordance with budget;
- Prepare contracts for consultants following CEA, donor, legal requirements and procedures on contracts, including proper filing of soft and hard copies.
- Provide support to Senior Finance Officer and POs and coordinate with POs to perform contract management, ensure support counterpart and the team in closing APs/contracts timely on monthly basis and keep managers informed of the closing date and follow up with extension.
- Prepare monthly PIT reports; social insurance payments as well as payroll for NLD staff.

- Maintain databases for financial information and proper finance and accounting system
- Provide support for annual internal and external finance and accounting audits of project.
- Provide support to other finance and administration tasks when required.

Qualification and Experience:

- Bachelor Degree in Finance/Accounting with at least 5 years of working experiences in Finance/ Accounting sector with development projects.
- Knowledge of Excel; PIT and social insurance software;
- Team building skills;
- Fluent in English.

Remuneration:

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

Timing:

The position is available from 21 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.