

Administrative and Accounting Assistant

The University of North Carolina research team has been conducting research building capacity in northern Vietnam 15 years. We have been conducting a number of randomized control trials (RCTs). The UNC team has expertise with both behavioral and clinical research and has studied a variety of infectious diseases and comorbid conditions in men and women from general and key populations. The UNC-VN was also chosen to conduct HPTN 083, a clinical trial to evaluate the safety and efficacy of the injectable agent, cabotegravir (CAB LA), for pre-exposure prophylaxis (PrEP) in HIV-uninfected cisgender men and transgender women who have sex with men (MSM and TGW). This is a double blind, two-arm randomized trial and will be implemented in 5 years. We are now seeking a talented, dedicated and committed individual to join our team in Vietnam to conduct a new and exciting research study. This study is conducted in a cooperation with the 198 Hospital and study site for participant recruitments based in Yen Hoa Health Clinic of Cau Giay Health District Center.

Position: 01 **Administrative and Accounting Assistant**

Based in Hanoi.

Report to: Operation and Finance Manager

Position Summary:

Under the Direction of Operation and Finance Manager, this incumbent of this position is responsible for administration and logistics activities for UNC Vietnam Office and support with project accounting work.

SPECIFIC ROLES & RESPONSIBILITIES:

1. Administration and Logistics

- Prepare official letters to report to relevant agencies/ partners regarding foreign experts' trips to Vietnam as well as other official letters if required.
- Deal with incoming/outgoing pouches/emails/fax request and deliver to relevant addresses;
- Register incoming and outgoing correspondence in appropriate logbooks;
- Support for customs procedures of receiving goods from UNC at Chapel Hill via courier;

- Maintain and update the mailing contact list;
- Assist with filing documents when requested;
- Assist with scanning financial documents when requested;
- Provide administrative and logical assistance to program training/workshops and other office events;
- Draft national holidays schedule for In-Country Director review and approval;
- Logistic arrangement for trainings, meetings and workshops;

2. Travel Arrangement

- Arrange business visas for foreign experts via PACCOM.
- Draft working schedule and travel plan for In-Country Director review and approval;
- Perform timely & proper domestic travel arrangements including transportation arrangements for staffs, experts and visitors;
- Pick up foreign experts from the hotel to the office or take them to meetings during their visits to Vietnam.
- Prepare Travel Authorization (TA) for required approvals, consult with traveler and Admin and Finance Officer as needed;

3. Goods and Service Procurement and Inventory

- Ensure sufficient stock of office supplies;
- Conduct annual survey of regular administrative services including office supplies, printing, photocopying, mailing services... and submit them to Operation and Finance Manager and In-Country Director for review and approval;
- Maintain and monitor to ensure the validity of all administration service contracts (including IT, telephone network, office equipment maintenance contracts...);
- Prepare purchase request for every procurement and seek for needed approvals;
- Cooperate with Admin and Finance Officer to perform procurement for UNC office and study site;

- Conduct bid analysis for Operation and Finance Manager and In-Country Director review and approval and prepare vendor selection memo when applicable;
- Support Admin and Finance Officer with property management; Label office property and annual property physical count;
- Update and maintain assets/ expendable inventory book;
- Photocopy or print and bind materials;
- Arrange translation of documents if needed and required;

4. Personnel Administration Assistance

- Update and maintain annual leave balance for national staff;
- Check accuracy of staff timesheet;
- Support in recruitment process including advertising, screening, preparing interview schedule and arrange for interview panel;
- Support in preparing contract for site staff, consultants;

5. Accounting and Cashier

- Prepare payment/ receipt vouchers and make e-banking wire transfer or cash payment for expenditures of HPTN083 project to get them reviewed by Operation and Finance Manager and approved by In-Country Director.
- Key in all accounting entries of HPTN083 project in Quick Books accounting software.
- Support Operation and Finance Manager in preparing financial report to submit to UNC Chapel Hill for reconciliation of Advance.
- Keep Hanoi Fund Petty cash.
- Disburse cash based on approved cash vouchers and record transactions in cash book.
- Prepare petty cash advances when needed including bank withdrawals.
- Perform cash reconciliation with finance staff on weekly basis.

6. Perform other tasks as required by Supervisor

Required qualification and skills:

- BA in Economics, Finance, Foreign language or equivalent experience in relevant fields;
- Minimum of 2-year relevant experience in office administration and accounting;
- Experience working in an international NGO, multilateral agency, or donor context preferred;
- Procurement skills and experience;
- Attention to detail;
- Team spirit, flexibility, commitment, and the belief that no task is unimportant;
- Be able and open to learn new knowledge;
- Fluent spoken and written English;
- Good computer and MS Office skills;
- Experience with Quick Books Pro accounting software is an advantage;

Salaries and Benefits: Competitive salary

How to Apply:

Interested candidates are invited to send a cover letter with contacts for three references and a CV to Mrs. Luong Thi My Ly at lylm@live.unc.edu (in the subject line, please put “**UNC Admin and Accounting Assistant**”), or by post to the UNC office at 3 rd Floor, Yen Hoa Health Clinic: Lot E2, Duong Dinh Nghe Street, Cau Giay District, Hanoi no later than 15 February 2018.

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