VVOB vacancies announcement

Context
VVOB – Education for Development is a Belgian organization that seeks to contribute to poverty reduction and to a fairer world with increased opportunities for all. Our main objective is to sustainably improve the quality, efficiency and effectiveness of education and training in developing countries. Currently, VVOB Vietnam is implementing 1 programme and two projects:

1. Programme: “Mitigating Preschool Children’s Barriers to Learning in Disadvantaged and Ethnically Diverse Districts” - BAMI in Quang Nam, Quang Ngai, Kon Tum provinces (2018-2021)

Position
VVOB Vietnam is currently looking for qualified candidates for the position of 1 Administrator.

Key Responsibilities

Provide a quality administrative and logistic support to the BAMI programme:

• Preparing and follow up on office logistics such as stock management, maintenance of equipment
• Preparing and follow up on activity logistics, such as arranging meeting venues, sending invitation letters for activities, transport and accommodation arrangements
• Collecting the financial supporting documents of activities organized by the team to send to the Accountant for payments
• General office management (responding office phone, reception of visitors, compiling and updating address database, correspondence, administration filing system, office insurance…)

Provide a quality personnel management support to the VVOB Vietnam office:

• Liaising with the local Social Insurance Agency for all related issues on social, health and unemployment insurance for team members
• Liaising with SCEDFA for local personnel issues
• Arranging administrative papers for visitors, expatriate staff (visa, work permit, temporary resident card, etc.) and office permit of operation
• Maintaining and updating the personnel files, crisis management
• Following up on staff special events

Required Skills and Experience

Essential:
• Diploma in secretarial studies or degree related to office administration
• At least two years of relevant work experience in a similar position
• Basic knowledge of accounting and procurement
• Experience in working with local authorities: Social Insurance, SCEDFA
• Good computer skills (word processing, excel, power point, Internet tools)
• Good written and spoken English

Desirable:
• Experience in development sector or nonprofit sector
• Experience with working in a multicultural and multi-donor environment
Starting date and working location:
Start date is as soon as possible from 01/10/2019 in VVOB’s office in Da Nang with ad-hoc travel to programme’s provinces (Quang Nam, Quang Ngai, Kon Tum).

Contract duration and benefit:
The contract will be until the end of the BAMI programme (31/12/2021). Its extension will depend on the budget availability.
Selected candidate will be offered a friendly and creative working environment, a good benefit package including the social insurance according to the government scheme and additional insurance for staff and family, 30 days of annual leave and several professional development opportunities.

VVOB is committed to supporting its staff to achieve their maximum potential and will provide opportunities for professional development for the successful candidate, along with an attractive remuneration package.
To apply please send cover letter and detailed CV in English with at least 3 references to:

Mrs. Nguyen Phuong Anh- Deputy Programme Manager, phuonganh.n@vvob.be
Subject: Application for Administrator

Please do not send certificates. Final closing date for submission is 30 September 2019 (before 9am). However, we will interview the potential candidates continuously. While we thank all applicants for their interest, only shortlisted candidates will be contacted.

VVOB is an Equal Opportunity Employer fully committed to achieving a diverse workforce