

VVOB vacancy announcement

Context

VVOB – Education for Development is a Belgium-based organisation that strengthens education systems worldwide. We believe that quality education ensures equal opportunities and leads to a more equitable world for all. Our main objective is to sustainably reinforce the quality, efficiency and effectiveness of education and training by focusing on the professional development of teachers and on effective school leadership.

Currently, VVOB Vietnam is implementing one project within the Early Childhood Education (ECE) sector and one project extension in the Primary Education (PE) sector:

1. ECE project “TALK: Preschool Teachers Apply Language-rich Teaching Skills and Knowledge” in Dien Bien, Quang Tri and Gia Lai (01/2022 – 12/2026)
2. PE project “iPLAY: Integrating Play-based Learning Activities among Young learners in Vietnam” in Lai Chau, Ha Giang, Thai Nguyen, Nghe An, Quang Tri, Da Nang, Quang Ngai and Ho Chi Minh City (12/2019 – 01/2024 + 02/2024 – 07/2025)

VVOB Vietnam has a main office in Da Nang and a project office in Hanoi.

Position

VVOB Vietnam is currently looking for a qualified national candidate as detailed below:

Operations Officer in Hanoi office: This function works closely together with members of the Operations team in Vietnam. Furthermore, this function works closely together with other departments (Education, MEAL, Communication) to support project implementation. This function reports to the Operations Manager. The Operations Officer will:

- provide administrative and logistical support to the projects, including travel arrangements, arranging meeting venues and other related tasks and you indicate areas for improvement where relevant.
- provide financial support to the projects, including bookkeeping, reporting, procurement implementation and other related tasks and you indicate areas for improvement where relevant.
- provide translation/interpretation and assist in project implementation related tasks.
- ensure good office management, including managing office supplies, database management, arranging messenger services and other related tasks and you indicate areas for improvement where relevant.
- support in the financial, logistical, and administrative capacity building of partners.
- provide where relevant HR, Communication or MEAL support to the projects.

Required Skills and Experience:

- Bachelor’s degree in Office Administration or related field or equivalent experience
- Experience in a similar position, preferably in the non-profit sector
- Excellent computer skills in MS office
- Fluent in English both in writing and speaking

Required competencies:

VVOB core competences	Functional competences
<ul style="list-style-type: none">✓ Result orientation✓ Continuous improvement✓ Cooperation	<ul style="list-style-type: none">✓ Reliability✓ Accuracy✓ Planning & Organisation✓ Problem Analysis & Judgement✓ Communication Skills

Starting date and working location:

Start date is as **soon as possible** in the Hanoi office, with frequent travel to the project provinces.

Contract duration and benefit:

The position will have a contract until 31 July 2025.

Submission deadline and next steps

The selected candidates will be offered a friendly, dynamic, and creative working environment, a good benefits package including a 13th month salary, social insurance according to the government scheme and additional insurance for staff and family, 30 days of annual leave and professional development opportunities.

VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity, or disability.

To apply please send cover letter and detailed CV in English to our Recruitment mailbox at:

Recruitment.Vietnam@vjob.org

Subject: Application for the position title

Closing date for submission is **8 January 2024 (before 9am)**.

While we thank all applicants for their interest, only shortlisted candidates will be contacted. Shortlisted candidates will take a written test, go through an interview process before a final offer.

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