MCNV Representative Office

Job description of the Administration and Procurement Assistant

Job Summary

This position is responsible to arrange administrative of the projects undertaken as a part of the Disability Program managed by the MCNV office in Hanoi. In addition, this position is also responsible to support the Project Officers and Managers to follow procurement procedures in accordance with regulation of MCNV and donors in selection and management of consultancy and purchase contracts.

This position is requested to report directly to Program Manager whilst receive guides from the financial officer of the office on procurement procedures.

Location: Ha Noi City. Domestic travel is requested when needed (about 5% of working time)

Duration: 14 months, renewed possibly.

I. Key tasks and responsibilities

1. Aministrative management

- Order office stationery, supply and equipment
- Support in photocopying, sending and circulating mail, bank transfer
- Arrange visas for project staffs and consultants or other visitors to MCNV.
- Arrange working permit for expatriate staffs when needed
- Interpret and translate into English and Vietnamese when needed
- Take note in the project meeting and prepare the minutes as a result
- Support Program Officer and Manager to prepare the official letters to stakeholders and partners when needed
- Manage the filing system of project document and database.
- Booking ticket and arrange logistic for travel of disability team, consultants, and external visitors.
- Attend and support the program team to prepare logistic of workshops and evaluations -monitoring trips of the project.
- In cooperation and support Administrative Assistant of Hanoi Officer to arrange logistic for events of Hanoi office or MCNV organization.
- Other administrative tasks if need requested by Program Manager

2. Procurement management

- Prepare the request of purchase in consultation with Project Manager and or Project Coordinator
- Prepare supporting documents for purchase in accordance with Procurement Manual of MCNV and regulation of the donor
- Ensure procurement processes are equitable and without possibility of corruption.
- Quality check procurement contracts regarding accuracy of calculation, tax, payment details, payment methods etc.

II. **Key professional competency requirements**.

- University degree required, preferably in English, social work or a development oriented subject.
- Minimum 5 years related experience required, especially procurement. Experience with an NGO or development organization preferred.
- Ability to communicate effectively
- Motivated and able to work independently
- Demonstrated ability in team situations, sensitive to others, and an ability to provide support and positive timely contribution
- Fluent in English: reading, writing, speaking and listening
- Excellent in Vietnamese communication.
- Representative skills with high level of professionalism, diplomacy and integrity with colleagues and partners
- Careful, accurate, honest, enthusiastic in carrying out the work
- Willing to learn from colleagues, partners, and stakeholders
- Organized, able to work according to instructions
- Commitment to travel when need and work under pressure to meet deadlines