

Administrative Assistant (short-term)

PURPOSE OF THE POSITION

As the Administrative Assistant, you are responsible for undertaking various administrative activities work through the efficient handling of communications, information dissemination, reception, office management and general administrative support functions, contributing to the success and reputation of the ChildFund in Vietnam’s work as a thought leader in its specialist areas of focus: child rights and child protection, education, health and wellbeing for children.

KEY DUTIES

- Monitor workplaces and related utilities to maintain a safe, healthy, hygienic working environment for employees, ensuring that all office facilities and equipment are in good working order;
- Coordinate the Office Health Safety of Hanoi office and closely work with building management unit to ensure safe and convenient working environment for office;
- Arrange logistics and administrative services for organisation and other departments’ activities including procurement of Hanoi office equipment and services, all insurance types, events, trainings/workshops and welcoming international visitors to ChildFund Vietnam before and during their visit;
- Coordinate the organisation of office social events, staff welfare and team building activities;
- Support the line manager in coordinating with PACCOM and other relevant authorities in order to ensure ChildFund's operation is legitimate including office license, police check, visa and work permit for foreign staff;
- Support HR administration works on recruitment, training and policy development;
- Assist the Country Director with administrative duties, interpretation, logistics support, and arrangements for meetings and travel, but not limited to those.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- University qualification in relevant field;
- Minimum 1-2 years of experience of office management in a medium sized organisation;
- Experienced in purchasing and organising events;

DESIRABLE QUALIFICATION & EXPERIENCE

- Certificates/Degrees in Advanced Office Management;
- Experience e-learning management system.

Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.

SKILLS

Flexible, effective team work and interpersonal skills;
 Good facilitation and organisational skills;
 Good client services handling skills and conflict resolution skills;
 Creative, flexible and forward thinker;
 Careful, accountable, responsible and punctual;
 Good Self-directed learning skills;
 Excellent English;
 Excellent computer literacy.

CHILD FUND AUSTRALIA’S VALUE

Commitment to ChildFund Australia’s values –
 Respect, Integrity, Collaboration, Change,
 Empowerment & Excellence

Department: HR & Support Services Department

Location: ChildFund Australia Representative Office in Vietnam, 127 Lo Duc, Hai Ba Trung District, Hanoi, Vietnam

Employment: Full-time, one-year contract (fixed term)

Reports to: HR and Administrative Coordinator

Other Information: must have criminal background check before joining the organisation

Please apply at: [Work with us - Employment Opportunities at ChildFund Vietnam](#)





ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where most people are from ethnic minority groups; often the most vulnerable or marginalised sections of the population.

ChildFund Vietnam’s projects focus on child rights and child protection, education, health, and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 12 days of paid annual leave. You are also entitled to other leaves in accordance to the Labour Law.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance, including In-patient (Hospital & Surgical Insurance) and Personal Accident Insurance.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

Internal Social Welfare

ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities (“Good Friday”).

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund Vietnam
you will be
contributing to every
child being able to
play, learn, and grow.**