

# Administrative & Project Support Officer (short-term)

## PURPOSE OF THE POSITION

As the Administrative & Project Support Officer, you are responsible for various administrative, HR and finance activities at the assigned ChildFund’s Area Development Office, ensuring that the activities are implemented with high quality to fulfill ChildFund’s work in Vietnam for child rights and child protection, education, health and wellbeing for children.

### KEY DUTIES

- Coordinate and ensure all administration works in the office, including but not limited to: legitimate operation of the office following the local regulations, maintenance of a healthy and safety working environment for staffs, procurement process, internal social activities, arrangement of logistics for domestic and international travel, etc.;
- Coordinate and provide support for financial activities: cross check all project payment requests and relevant procedures, support for VAT reimbursement and project activities’ internal audit, check and do inventory for all equipment and devices supplied by ChildFund to partners and beneficiaries at the locality on a bi-annual and annual basis;
- Provide administrative support for HR services: recruitment, on-boarding program, learning & development activities, policies review/development and compliance.
- Support IT Coordinator to periodically backup and handle server’s errors in the ADO, being a contact point for communication between ADO staff and IT Coordinator to monitor the quality of external services related to office equipment.
- Prepare, monitor and complete ADO monthly financial report, budget reports and HR quarterly reports following accordance with the organisation’s standard.
- Provide other assistance to the Provincial Manager as requested.

### ESSENTIAL QUALIFICATIONS & EXPERIENCE

- University degree in English, Business Administration, HR or Finance management
- Minimum 2 years’ experience in similar position in administration, HR or Finance in a medium sized organisation

### DESIRABLE QUALIFICATIONS & EXPERIENCE

- Knowledge of the latest law, practice and administration, HR and/or Finance systems

*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 written and spoken English and Vietnamese;  
 Computer literacy

### CHILDFUND AUSTRALIA’S VALUES

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

**Department:** HR & Support Services Department

**Location:** Cao Bang Area Development Office

**Employment:** Full-time, three-year employment agreement with option to extend.

**Reports to:** Provincial Manager

**Other Information:** Must have criminal background check before joining the organisation

**Please apply at:** [https://www.childfund.org.vn/working\\_with\\_us/](https://www.childfund.org.vn/working_with_us/)





## 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 over 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 with local government and civil society, as well as children, their parents, caregivers and communities to create lasting change, respond to humanitarian emergencies and promote children’s rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of 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

You will eligible to salary packaging. 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 twelve (12) paid annual leave for a full year (12 months). You are also entitled to personal/carer’s leave, paid parental leave, wedding leave, school leave, child sick leave, study leave and bereavement leave.

### Flexible Working Arrangement

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

### Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), 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.