



**FRIEDRICH NAUMANN
FOUNDATION** For Freedom.

Vietnam

VACANCY NOTICE

Executive Assistant cum Administrative Officer

Starting time: April 2022 or ASAP

Location: No 16, Lane 11, To Ngoc Van Street, Tay Ho District, Hanoi

Working time: From Monday – Friday, 9am – 6pm

Deadline for application: 25/03/2022

Line Manager: Head of Country Office, FNF Vietnam

ABOUT US

The Friedrich Naumann Foundation for Freedom (FNF) is Germany's liberal foundation. All of our work is guided by liberty as its fundamental value. Being active in Germany and in around 60 project countries worldwide, we promote freedom, human rights, the rule of law, and market-based economy. The Foundation opened an office in Vietnam since 2012. With a wide range of topics such as Education, Digital and Open Society, Future of Market Economy, International Issues and Climate Change, we facilitate dialogue, organize conferences and invite experts for increasing exchange between Vietnam and Germany.

JOB DESCRIPTION

Main responsibilities:

- Manage office's daily tasks: Welcome guests, handle postage, answer the phone and office email, update FNF Vietnam's intranet page;
- Support Finance Coordinator in document numbering, scanning and uploading on the system;
- Manage the cash book (making payment for expenses by cash, screening financial documents for cash payment) - The support of the finance team can take up to 50% of the working time, depending on the Finance Coordinator's workload;
- Assist Finance Coordinator in replying audit report;
- Manage office contacts (suppliers, guests, alumni network);
- Carry out and follow up with the procedures of visa, passport and work permit for foreign staff ;
- Coordinate office procurement (stationery, IT equipment, furniture...);
- Supervise the maintenance of working stations and office space;
- Supervise staff's leave forms;
- Provide administrative and logistic support for IAF's candidates and international programs' participants (visa application, accommodation, air ticket, insurance, transportation, payment documents...) when needs arise;
- Support IT tasks (work with IT outsourced services);



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- Schedule appointments and assist in logistics for Head of Country (invitation, venue, accommodation, air ticket booking, ...);
- Carry out preparing payment documents for Head of Country (business trip expenses, contact meetings...);
- Assist in other support tasks assigned by Head of Country.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- University graduate in Business Administration or relevant background;
- A minimum of two years' experience in office management, preferably in the NGO sector;
- Knowledge of finance and financial administration;
- Fluency in English and Vietnamese (Knowing German would be an advantage);
- Ability to translate and interpret from English into Vietnamese and vice versa;
- Computer literacy and effective abilities in Word, Excel, PowerPoint;
- Ability to work with a minimum of supervision, meet deadlines and work under pressure;
- Good communication, multi-tasking and organizational skills.

EMPLOYEE BENEFITS

- Competitive salary, private health insurance for employee and family;
- 13th month salary (14th month bonus with good performance);
- Annual leave 20 days per year;
- Opportunities for further trainings and self-development;
- Domestic and international travel opportunities;
- A supportive and international environment through regular exchanges with FNF offices in Head Quarters (Germany) and the South East & East Asia region.

APPLICATION INCLUDES:

- Motivation letter (in English);
- CV (not longer than 02 pages);
- 02 work referees with contact details;
- Scan of relevant certificates and diplomas.

Please send all above documents in 01 PDF file to: vietnam@freiheit.org, and put the subject of the letter in the form: [Application: EA_AO] <Candidate name>, no later than **25/03/2022**. We will contact short-listed candidates within 01 week after the application deadline.
