The Vietnam Education Foundation (VEF) is an independent Federal Government agency created by the U.S. Congress in 2000 and funded annually by the U.S. Government through 2018. The mission of VEF is to strengthen the bilateral relationship between the United States and Vietnam by focusing on educational exchanges in the sciences (natural, physical, and environmental), engineering, mathematics, medicine, and technology (including information technology).

VEF is currently recruiting an Administration and Program Assistant to join the VEF team based in Hanoi.

*The following description serves as a brief summary. PLEASE READ the detailed job description that lists the specific duties, responsibilities, qualifications, and requirements for the position at the VEF website (www.vef.gov) under Employment.*

## ADMINISTRATION AND PROGRAM ASSISTANT (APA)

The APA is mainly responsible for supporting the Administration and Finance Team and the Program Team in their daily tasks. For the Administration and Finance related tasks, the APA maintains the reception area and performs general clerical duties including, but not limited to, answering the phone calls, sorting and distributing correspondence, photocopying, faxing, and filing. The APA also manages the inventory of office supplies and is in charge of arranging for the maintenance and repairing of office equipment. Besides, the APA is tasked to arrange travel and accommodations for VEF staff and Board Members, when required. On the Program side, the APA is involved in organizing, updating, and retrieving data for reports and internal and external presentations. The APA also assists the Program Team in logistics for VEF events as well as interpretation and translation work.

## APPLICATION AND PROCEDURE

***DEADLINE FOR RECEIPT OF APPLICATIONS:***

***MONDAY, JULY 15, 2013***

Please send by email 1) a cover letter in English, indicating the position you are applying for and specifying how you meet the qualifications (as stated in the online job description); and 2) your resume in English with your full contact information, including an email address, to the following **TWO** email addresses by Monday, July 15, 2013:

1. **TalentNet Corporation**
   **Unit 506, International Center Building, 17 Ngo Quyen, Hanoi**
   **Email: nguyen.t.hai.yen@talentnet.vn**

2. **Vietnam Education Foundation**
   **Room 502, Hanoi Towers, 49 Hai Ba Trung, Hanoi**
   **Email: recruitment@vef.gov**

***(Please indicate "VEF" and the title of the position for which you are applying for on the envelope or in the Subject line of the email.)***

Date of hire: Immediate

No follow-up phone calls or inquiries to VEF please.

**The position will remain open until filled.**

If you are selected for a face-to-face interview, you will be required to provide VEF with copies in English of your university transcripts and three letters of recommendation regarding your professional qualifications. For the interview, you are required to give a 15-minute power point presentation on how you meet the qualifications and how you intend to carry out the duties of this position. As part of the interview process, you will also be asked to write a brief, spontaneous essay in English on a topic presented to you on the day of the interview.

**THE VIETNAM EDUCATION FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Job Description**

**ADMINISTRATION AND PROGRAM ASSISTANT**

***Overview***

The Administration and Program Assistant (APA) provides administrative and program support for the activities and operations of the Vietnam Education Foundation. The duties include general clerical, receptionist, and program-related support. S/he reports directly to the Country Director (CD) in the Hanoi office, while providing administrative and program support for both the Finance and Administration Team as well as the Program Team.

To keep the Hanoi office management informed of work activities, s/he copies the CD and the Program Manager (PM), Deputy Director of Finance, Accounting and Administration (DDFAA), and/or Assistant Director of Finance and Administration (ADFA) on all related emails and reviews matters with the CD as needed. The position is located in the VEF Hanoi Field Office.

***Specific duties and responsibilities***

1. Provide receptionist and administrative services:

    a. Maintain the front desk and reception area as well as the conference room and staff sitting area.
    b. Greet, assist, and show visitors the office or escort them to the conference room.
    c. Direct calls and respond to inquiries.
    d. Perform general clerical duties to include, but not limited to, photocopying, faxing, mailing, and filing.
    e. Sort and distribute incoming correspondence, including faxes and emails.
    f. Assist in the planning and preparation of meetings, conferences, and conference calls.
    g. Manage and maintain an adequate inventory of office supplies and refreshments.
    h. Coordinate the repair and maintenance of office equipment.
    i. Update and maintain all VEF contacts, including the Outlook Contact system.

2. Provide assistance and support to the Program Team (PT):

    a. Work with the IT Team to retrieve, organize, and analyze data on VEF programs for VEF reports.
    b. Respond to oral and written inquiries from applicants for VEF programs. On a daily basis, check and respond to the VEF general Fellowship email account(s).
    c. Organize annual University Tour in Vietnam to promote VEF programs.
    d. Work on specific projects including, but not limited to, the logistics arrangements for travel and accommodations related to the Fellows, Visiting Scholars, U.S. Faculty Scholars, and Alumni.
    e. Translate documents related to the VEF programs.

f. Act as interpreter for meetings, gatherings, and events of the PT and VEF as needed.
g. Be responsible for logistics arrangements with the press and media.
h. Focus attention on helping the PT during peak periods of program activities, such as the PDO, the August Interview Mission, the Alumni Conference, the Annual Conference, and the application periods.

3. Other duties:

a. Make travel and accommodation arrangements for VEF Board members, the Executive Director (ED), and the U.S. staff traveling to/from the United States and in Vietnam. Similarly, make domestic and international travel and accommodation arrangements for the CD if required as a back-up for the ADFA.
b. Assure that his/her own written documents and materials are timely, well-edited, and of high quality, while demonstrating attentiveness to detail.
c. Communicate in a timely manner with appropriate personnel in the VEF headquarters office in the United States and with the VEF Hanoi staff.
d. Contribute to the development of the VEF programs by providing insights and enhancements and by initiating concepts and change for improvement.
e. Demonstrate commitment to the VEF mission and promote the VEF image and reputation in Vietnam.
f. Demonstrate a positive, supportive, and professional attitude and a strong sense of responsibility.
g. Work on other projects/tasks as assigned by the Executive Director, CD, PM, and DDFAA / ADFA.

***Qualifications and requirements***

1. Vietnamese national with professional work experience with an international development organization, non-profit agency, academic institution, international education organization, or private international company.
2. Fluency in English (listening, speaking, reading, and writing).
3. A minimum of a Bachelor's degree.
4. Excellent computer skills with MS Office and ability to do Internet research.
5. Ability to manage logistics and details of several major projects at once.
6. Experience in working with foreign visitors.
7. Excellent ability to organize work and meet deadlines, demonstrating self-motivation and a performance orientation.
8. Strong interpersonal, oral, and written communications skills.
9. Superb skills in working as a member of a team.
10. Ability and availability to travel in-country and internationally as required by VEF.

***Preferred qualifications***

Demonstrable understanding and knowledge of the Vietnamese and U.S. systems of higher education and resources for science and technology.