



The Vietnam Education Foundation (VEF) was established by the President of the United States in December 2000 as an independent U.S. government agency. VEF's overall purpose is to promote closer relations between the U.S. and Vietnam by establishing opportunities for Vietnamese nationals to pursue graduate and post-graduate studies in science and technology in the U.S., and for American citizens to teach in the same fields of study in Vietnam. VEF also has special projects dedicated to building the capacity of science and technology in Vietnam.

For more details, please visit the VEF website: [www.vef.gov](http://www.vef.gov)

## Job Description

### ADMINISTRATIVE ASSISTANT and ASSISTANT to the COUNTRY DIRECTOR

#### Overview

The Administrative Assistant and Assistant to the Country Director (AA - ACD) provides administrative 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 Deputy Director of Finance, Accounting & Administration (DDFAA) and is ultimately responsible to the Country Director (CD) in the VEF Hanoi office, while providing administrative support for both the DDFAA and the CD. To keep the Hanoi office management informed of work activities, the AA-ACD copies the DDFAA, and the Country Director (CD) on all emails and reviews matters with the CD and the DDFAA as appropriate.

#### Specific duties and responsibilities

1. Provide receptionist services:
  - a. Maintain the front desk and reception area as well as the conference room and staff sitting area.
  - b. Greet, assist and/or show visitors the office or 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 administrative assistance:
  - a. Make travel and accommodation arrangements for VEF Board members, the Executive Director, the Deputy Executive Director, and the U.S. staff traveling to/from the U.S. and in Vietnam. Similarly, make domestic and international travel and accommodation arrangements for the Country Director.
  - b. Manage and maintain the schedules of the VEF Board members, the Executive Director, and the Deputy Executive Director when they are in Vietnam. Manage and maintain the Country Director's schedule in Vietnam and on international travel.
  - c. Provide organizational and administrative support to VEF-supported visiting U.S. scientists, experts, and consultants as well as specified U.S. partners on VEF business, such as the National Academies.
  - d. Provide office orientation for new employees.
  - e. Support VEF staff in program-based and project-based work.
  - f. Take notes at staff meetings as requested and at outside meetings of the CD or ED. Prepare the written version of the notes in the timeframe requested by the CD or ED.
  - g. Retrieve and organize data from VEF IT systems to present in reports as requested.
  
3. Provide financial and personnel assistance:
  - a. Research, price, and purchase office supplies, under the guidance of the DDFAA.
  - b. Review invoices and statements before submitting to the DDFAA.
  - c. Assist the DDFAA with financial records and other documents.
  - d. Track time sheets, vacation and sick leave, and other designated benefits of VEF Hanoi staff as directed by the DDFAA.
  
4. Demonstrate a positive, supportive, and professional attitude and a strong sense of responsibility.
5. Assure that all written documents and materials are timely, well-edited, and of high quality, while demonstrating attentiveness to detail.
6. Demonstrate commitment to the VEF mission and promote the VEF image and reputation in Vietnam.
7. Communicate in a timely manner with appropriate personnel in the VEF U.S. office in Arlington, Virginia, and with the VEF Hanoi staff.
8. Carry out other duties consistent with the position as assigned by the DDFAA and/or the CD.

### *Qualifications and requirements*

1. Vietnamese national.
2. A minimum of a Bachelor's degree.
3. At least two-years of work experience with an international development organization or educational exchange organization, or with the international division/department of a non-profit agency or academic institution.
4. Excellent knowledge of office procedures and general office equipment.

5. Excellent Microsoft Office skills including Outlook, Word, Excel and ability to do Internet research.
6. Fluency in English (listening, speaking, reading, and writing).
7. Strong interpersonal, oral, and written communication skills.
8. Superb skills in working as a member of a team.
9. Excellent ability to organize work and meet deadlines, demonstrating self-motivation and a performance orientation.
10. Ability and availability to travel in-country and internationally as required by VEF.
11. Preferably background in and ability to use Structure Query Language (SQL).

### **APPLICATION PROCEDURE**

Please send: 1) A cover letter in English, specifying how you meet the qualifications; what your salary expectation is; 2) A resume in English with your full contact information, including an email address; and 3) Contact information for at least 3 references to include name, title, phone numbers, and email address to:

**Manpower Development Company**  
Address: Unit G01, 49 Hang Chuoi, Hai Ba Trung, Hanoi  
Tel: 278 2790 / 294 72 59;  
Email: [anh.nguyen@manpowerhanoi.com](mailto:anh.nguyen@manpowerhanoi.com) and [candidates.mdc@gmail.com](mailto:candidates.mdc@gmail.com)

**DEADLINE FOR APPLICATIONS: SEPTEMBER 16, 2008**  
**The position will remain open until filled.**

If you are selected for an interview, you will be notified BY EMAIL and 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 will be asked to write a brief, spontaneous essay in English on a topic presented to you on the day of the interview.

Date of Hire: IMMEDIATE

The Vietnam Education Foundation is an Equal Opportunity Employer.