



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, APRIL 4, 2011

Please send or email: 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; 3) Contact information of at least 3 references to include name, title, phone numbers, email address; and 4) Copies of your obtained degrees/certificates ***MONDAY, APRIL 4, 2011***, to:

TalentNet Corporation – Unit 506, International Building Center, 17 Ngo Quyen, Hanoi

Email: nguyen.t.hai.yen@talentnet.vn

(Please indicate “VEF” and the title of the position for which you are applying on the envelop 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 EMPLOYEER.