



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 Executive Assistant for Finance and Administration 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.

EXECUTIVE ASSISTANT for FINANCE AND ADMINISTRATION (EAFA)

The Executive Assistant for Finance and Administration (EAFA) provides administrative and other support for the activities and operations of the Vietnam Education Foundation. The duties include finance, accounting, and administrative support to the Deputy Director of Finance, Accounting, and Administration (DDFAA) and administrative assistance to the Country Director (CD). S/he reports directly to the DDFAA and is ultimately responsible to the CD in the VEF Hanoi office.

APPLICATION AND PROCEDURE

DEADLINE FOR RECEIPT OF APPLICATIONS:

MONDAY, OCTOBER 17, 2011

Please send by mail or by email, which is our preferred mode of receipt: 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** addresses by Monday, October 17, 2011:

- 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 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 EMPLOYEE.