



Job Description

Administration Officer

U.S. Headquarters Office: Arlington, Virginia

*Please Note: To apply, you **must** have the required qualifications listed below.*

Introduction

The Vietnam Education Foundation (VEF) was created by Congress and established by the President of the United States in December 2000 as an independent Federal Government agency. VEF's primary purpose is to promote closer relations between the U.S. and Vietnam by establishing opportunities for Vietnamese nationals to pursue graduate and post-doctoral studies in the STEM¹ fields in the United States and for American citizens to teach in the same fields in Vietnam. VEF receives funding from the U.S. Government until 2018 while operations continue beyond that date until program participants complete their academic program.

Overview

VEF is searching for a skilled, self-motivated, and disciplined individual, who is familiar with, and knowledgeable about, U.S. Federal Government regulations and procedures and who is interested in contributing to a dynamic, dedicated international mission. This individual oversees and handles all Federal Government travel, Federal Government ethics, human resources, and administrative functions in VEF operations. Besides managing these functions for the VEF Board of Directors, in particular the Presidential Appointees, and for the U.S. headquarters staff, who are U.S. Federal Government employees, the position involves HR, travel, and ethics oversight for VEF Vietnamese contractors based in the VEF Field Office located in Hanoi, Vietnam.

VEF is seeking a creative, innovative individual with flexibility across a number of specializations, in particular, with excellent skills in human resources, Federal Government travel, Federal Government ethics and administration with exceptional skills in writing, oral communication, decision-making, and problem-solving. The Administration Officer (AO) is based in the VEF headquarters in Arlington, VA, and reports directly to the Executive Director (ED).

¹ Science, Technology, Engineering, Mathematics, and Medicine

MAJOR DUTIES

The Administration Officer (AO) will:

1. Manage and oversee all tasks related to human resources, administration, travel and ethics for VEF as a whole while working/consulting as needed with the General Services Administration (GSA) and other Federal Government agencies. Included among these tasks, s/he will:
 - a. Create, maintain, and update policies related to human resources and administration.
 - b. Periodically update the U.S. Staff and Hanoi Staff Handbooks, as needed.
 - c. Create, update, and maintain all job descriptions for VEF positions in concert with the ED and the Vietnam Country Director.
 - d. Advertise, screen, and arrange for interviews with candidates for available positions in the U.S. office. Correspond with U.S. job candidates to update them and inform them of the results. This responsibility includes part-time employees and contract employees as well as interns and volunteers, if any.
 - e. Manage vacancy announcements for the U.S. office, including follow-up correspondence.
 - f. Prepare human resource documents and personnel actions for new and existing U.S. staff and Board members (Presidential Appointees only).
 - g. For the U.S. government employees, manage the Electronic Timekeeping and Attendance System (ETAMS) and maintain time and attendance files and records. Oversee the similar system in the Vietnam Field Office.
 - h. Serve as the Designated Agency Ethics Officer (DAEO) and other relevant personnel/human resources and administration positions required of VEF.
2. Handle all travel related matters for VEF.
 - a. Prepare travel authorizations for all VEF staff, Board members, and sponsored travelers.
 - b. Submit travel vouchers for reimbursement for all VEF staff, Board members, and sponsored travelers.
3. Arrange and schedule meetings for staff and for Board members and with members of Congress or with other federal agencies and relevant organizations, as requested by the ED. Coordinate logistics and record minutes of these meetings, as requested.
4. Manage the logistics of Board meetings, including travel arrangements (flight and hotel) for Board members, review of previous minutes, and preparation of briefing books/materials.
5. Prepare documents and arrange logistics for other VEF meetings, including meetings of VEF Board Committees, VEF Executive Committees, U.S. Faculty Scholar orientations, and VEF staff. Take minutes and prepare summaries, as requested.
6. Arrange travel as requested for Board members and staff, which includes notifying organizations and officials being visited and preparing itineraries.

7. Publish press releases and other materials for major VEF accomplishments and announcements.
8. Respond to public emails sent to the VEF email accounts: information@vef.gov, ethics@vef.gov, and hr@vef.gov.
9. Perform routine office and administrative tasks, including filing, photocopying, scanning, correspondence, transmitting messages and other correspondence, date stamping and distributing incoming mail, and ordering supplies for the U.S. staff.
10. Receive visitors to the U.S. office and screen telephone calls, as needed, for the U.S. staff.
11. Schedule and arrange logistics for appointments for U.S. staff.
12. Review and/or edit senior-level documents as requested, including memos, background and informational papers, briefings, reports and presentations, for proper grammar, spelling, format, presence of appropriate signatures, and compliance with organizational procedures and standards.
13. Assist the responsible staff member in coordinating and planning the VEF Annual Conference in the United States and other VEF conferences, as requested by the ED.
14. Serve as note taker, if requested while attending the VEF August Interview Mission in Vietnam; assist other VEF staff with any requested logistics; and assist both U.S. and Hanoi staff to assure success of the events for this and other VEF activities in Vietnam and in the United States.
15. Assist the ED with all administrative and logistical aspects of VEF operations.
16. Assist the Director of Finance and Accounting with bill payments, as needed.
17. Assume other duties as assigned by the ED.

KEY REQUIREMENTS

- ✓ U.S. Citizenship or National
- ✓ Native English speaker
- ✓ Ability to pass and maintain a background investigation
- ✓ Ability to travel domestically, internationally, particularly in Vietnam
- ✓ Relocation expenses will not be paid.

QUALIFICATIONS

Required Background, Experience, and Skills

- ✓ Minimum of a bachelor's degree that must have been awarded by an institution with accreditation recognized by the Secretary of the U.S. Department of Education.
- ✓ Minimum 2 years' experience in office administration within the U.S. Federal Government.
- ✓ Solid experience in human resources for the U.S. Federal Government.
- ✓ Experience preparing quality reports, correspondence, and presentations as well as experience in composing original documents and doing very close editing and proofreading.
- ✓ Ability to apply analytical methods and techniques to identify and resolve issues.
- ✓ Ability to function within an unstructured setting while maintaining a professional attitude and performance.

- ✓ Ability to work independently and to manage the workload efficiently with solid attention to details and accuracy of information.
- ✓ Ability to multitask, managing details of several major projects at once with excellent organizational skills.
- ✓ Strong computer skills in using Microsoft Office Suite (Outlook, Word, Excel, Power Point, Access, and Project) and other automated systems as well as Internet skills in doing online research.
- ✓ Ability to write English at a high level of accuracy and clarity in order to draft, edit, and finalize work products.
- ✓ Ability to communicate orally in English at a high level of clarity in order to respond to inquiries.
- ✓ Effective positive communication skills at all levels with a high concern for interpersonal diligence.
- ✓ Ability to travel domestically, internationally, and particularly in Vietnam.

Desired Background, Experience, and Skills:

- Bachelor's or Master's degree in a business-related field.
- Relevant work experience as the Designated Agency Ethics Officer (DAEO) or Alternate Designated Agency Ethics Officers (ADAEO)
- Experience managing the timekeeping process for multiple employees.
- Knowledge and experience with the Electronic Timekeeping and Attendance System (ETAMS).
- Familiarity with The Fly America Act specifically for Federal Government international and domestic travel.
- Experience providing administrative support to multiple staff members simultaneously.
- Experience working with international/diverse populations.
- Experience in scheduling and organizing conferences and meetings.

SALARY/BENEFITS

The Administration Officer (AO) is a U.S. Federal Government employee and is eligible for all applicable Federal Government benefits. Annual salary depends on background and experience. Teleworking arrangements and flex-time are an integral part of the U.S. staff schedules and can be considered for this position after the first two months of employment.

Start Date: As soon as possible.

APPLICATION PROCEDURES

Your application must include a cover letter that explains how the candidate meets the required background, experience, and skills, and that indicates the present salary and salary requirements. The application must also include the candidate's resume and the names of 3 professional references, including the referee's position, dates, and circumstances of knowing the applicant, and the referee's contact phone number(s) and email address.

Send your application by email to: hr@vef.gov No phone calls. Please note that only applications sent electronically will be accepted.

Deadline: Until filled

This position is also posted at USA Jobs (<http://www.usajobs.gov/>). Search for "Vietnam Education Foundation."

VEF is an Equal Employment Opportunity Employer. Selection of the candidate for this position will be made without regard to race, color, religion, age, national origin, sex, non-disqualifying disability, political affiliation, marital status, membership or non-membership in an employee organization, or any other non-merit factor.

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