



Job Description

EXECUTIVE ASSISTANT TO THE COUNTRY DIRECTOR

Temporary position (tentatively from May 2013 – February 2014)

Employment may be extended upon VEF's requirements.

Overview

The Executive Assistant to the Country Director (EACD) provides administrative and project-related support for the activities and operations of the Vietnam Education Foundation in general and to the Country Director of the VEF Hanoi Office in particular. S/he reports directly to the Country Director (CD) and is ultimately responsible to the CD in the VEF Hanoi office.

Specific duties and responsibilities

1. **Provide project-related support to VEF activities**
 - a. Assist the Hanoi office with all logistics arrangements related to the VEF programs and activities. Especially, the EACD will provide constant administrative and logistics support to the major projects and events of VEF including the Pre-Departure Orientation, the 5th Alumni Conference, the Follow-up Research Project, and the Interview Mission, which will take place in June, July, and August, 2013.
 - b. Prepare materials for meetings/outreach activities at Vietnamese universities.
 - c. Provide high quality translation and interpretation services when necessary.

2. **Provide administrative support to the CD**
 - a. Make travel and accommodation arrangements for the CD during his/her domestic and international travel.
 - b. Manage and maintain the CD's schedule in Vietnam and on international travel.
 - c. Arrange internal and external meetings for the CD including organize annual University visits in Vietnam to promote VEF programs.
 - d. Act as interpreter for meetings, gatherings, and events VEF as needed.
 - e. Take minutes at internal and external meetings.
 - f. Draft documents as requested, including emails, correspondence, press releases, announcements and abstracts.

g. Assist with financial, budgetary matters as requested.

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 if requested by the CD.
- b. Develop, manage, and maintain the schedules of the VEF Board members, ED, and U.S. staff when they are in Vietnam if needed.
- c. Assure that his/her own written documents and materials are timely, well-edited, and of high quality, while demonstrating attentiveness to detail.
- d. Communicate in a timely manner with appropriate personnel in the VEF headquarters office in the United States and with the VEF Hanoi staff.
- e. Contribute to the development of the VEF programs by providing insights and enhancements and by initiating concepts and change for improvement.
- f. Demonstrate a positive, supportive, and professional attitude and a strong sense of responsibility.
- a. Carry out other duties as assigned by the CD or the ED.

Qualifications and requirements:

1. Vietnamese national.
2. A minimum of a Bachelor's degree.
3. At least five 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. Knowledge of project management, finance, and administration processes and procedures.
5. Excellent knowledge of office procedures and general office equipment.
6. Excellent Microsoft Office skills including Outlook, Word, Excel and ability to do Internet research.
7. Fluency in English (listening, speaking, reading, and writing).
8. Strong interpersonal, oral, and written communication skills.
9. Superb skills in working as a member of a team.
10. Excellent ability to organize work and meet deadlines, demonstrating self-motivation and a performance orientation.
11. Ability and availability to travel in-country and internationally as required by VEF.



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 to the Country Director to join the VEF team based in Hanoi.

This is a temporary position and the employment duration is from May 2013 – February 2014. Employment may be extended upon VEF's requirements.

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.

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APPLICATION AND PROCEDURE

DEADLINE FOR RECEIPT OF APPLICATIONS:

FRIDAY, APRIL 5, 2013

Please send by mail or 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 Friday, April 5, 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.