



Job Description

Human Resources and Administration Specialist

U.S. Headquarters Office

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 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.

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 human resource and administration functions in VEF operations. Besides managing these functions for the U.S. headquarters staff of Federal Government employees, totaling 6, the position involves interactions with, and HR oversight for, the 9 VEF Vietnamese staff in the VEF field office in Hanoi, Vietnam, and involves occasional travel to Vietnam and within the United States.

VEF is seeking a creative, innovative individual with excellent skills in human resources and administration and with excellent skills in writing, oral communication, decision-making, and problem-solving. The Human Resources and Administration Specialist (HRAS) is based in the VEF headquarters in Arlington, VA, and reports directly to the Executive Director (ED).

KEY REQUIREMENTS:

- ✓ U.S. Citizenship
- ✓ Solid background in human resources and administration for the U.S. Federal Government
- ✓ Native English speaker
- ✓ Ability to pass and maintain a background investigation

¹ Science, Technology, Engineering, Mathematics, and Medicine

MAJOR DUTIES

The Human Resources and Administration Specialist will:

1. Manage and oversee all tasks related to human resources, administration, and Federal Ethics for VEF as a whole while working as needed with the General Services Administration (GSA). Included among these tasks, s/he will:
 - a. Create, maintain, and update policies related to human resources and administration.
 - b. Update the U.S. Staff Handbook, as needed, and oversee the updating of the Hanoi Field office Staff Manual.
 - c. Responsible for creating, updating and maintaining all job descriptions within VEF together with the ED and with the Vietnam Country Director.
 - d. Responsible for advertising, screening, and arranging interviews for candidates for available positions in the U.S. office. Corresponds with U.S. job candidates to update them and inform them of the results. This responsibility includes part-time employees, contract employees, interns, and volunteers.
 - e. Manage vacancy announcements for the U.S. office, related interviews, and follow-up correspondence. Assist with incoming resumes, as requested.
 - f. Manage for the U.S. government employees the automated time keeper and attendance (T&A) system and maintain the T&A files and records. Oversee the similar system in the Vietnam Field Office.
 - g. Serve as the Designated Agency Ethics Officer (DAEO) and other relevant personnel/human resources positions required of VEF.
 - h. Prepare human resource documents for new and existing U.S. staff and Board members.
 - i. Prepare travel authorizations and travel vouchers for all VEF staff.
2. Arrange and schedule meetings on the Hill or with federal agencies or departments, as requested by the ED. Coordinate logistics and take minutes.
3. Manage the logistics of Board meetings, including travel arrangements (flight and hotel stays) for Board members, review of previous minutes, and preparation of briefing books.
4. Prepare documents and arrange logistics for other VEF meetings, including meetings of VEF Board committees, VEF Executive Committees, Faculty Scholar orientations, and VEF staff. Take minutes and prepare summaries, as requested.
5. Arrange travel as requested for Board members and staff, which includes notifying organizations and officials being visited and preparing itineraries.
6. Publish press releases and other PR materials in the U.S. mass media.
7. Respond to public emails sent to the VEF email account: information@vef.gov
8. Perform routine office 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.
9. Receive visitors to the U.S. office and screen telephone calls, as needed, for the U.S. staff.
10. Schedule and arrange logistics for appointments for U.S. staff.

11. 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.
12. 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.
13. If attending the VEF August Interview Mission, serve as note taker, if requested; 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.
14. Assist the Executive Director with all administrative and logistical aspects of VEF operations.
15. Assume other duties as assigned by the Executive Director.

QUALIFICATIONS

Required Background, Experience, and Skills

- ✓ Bachelor's degree
- ✓ Significant experience in human resources and office administration within the U.S. Federal Government.
- ✓ Solid 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 manage 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 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 Skills:

The successful candidate ideally would have experience also in the following:

- Time-keeping of employee hours
- Providing administrative support to multiple staff members simultaneously
- Working with international/diverse populations

- Scheduling and organizing conferences

Salary/Benefits

The Human Resources and Administration Specialist is a U.S. 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 to: hr@vef.gov No phone calls. Please note that only applications sent electronically will be accepted.

This position will also be posted at USAJobs (<http://www.usajobs.gov/>). Search for "Vietnam Education Foundation."

Deadline: March 14, or until filled

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.