



Job Description

FINANCE, HUMAN RESOURCES AND ADMINISTRATION MANAGER

OVERVIEW

- **Introduction of VEF:**

The Vietnam Education Foundation (VEF, www.vef.gov) was established by the U.S. Congress under the Vietnam Education Foundation Act (2000) to create educational exchange activities for Vietnamese nationals to pursue graduate studies or professional development at U.S. universities and for Americans to teach at Vietnamese universities and, thus, building the bilateral relationship between the United States and Vietnam.

The Vietnam Education Foundation is a U.S. Federal Government Agency with all final decisions and guidelines for all VEF activities and operations determined by the VEF U.S. Headquarters Office.

- **Location:** The position is located in the VEF Hanoi Field Office.
- **Job purpose:** The Finance, Human Resources and Administration Manager (FHRAM) is in charge of all financial, human resources, and administrative activities of the Vietnam Education Foundation (VEF) Hanoi Field Office. The FHRAM works closely with the Deputy Director of Finance and Administration (DDFA) and the Director of Finance and Accounting (DFA) in the VEF U.S. Headquarters Office.
- **Reporting lines:**
 - o **Post holder reporting to:** The Country Director in VEF Hanoi Field Office
 - o **Staff reporting to this post:** The Administration Assistant and Intern
- **Type of employment:** Full-Time (Note: all hired persons are on a contract)
- **Term of employment:** October 1, 2015 – September 30, 2016

SPECIFIC DUTIES AND RESPONSIBILITIES

I. Key duty and responsibility 1: Finance

1. Manage and oversee all the financial activities of VEF Hanoi Field Office while DDFA is on maternity leave;

2. *Policies and procedures*: Ensure the VEF financial management policy is incorporated into the VEF Hanoi Field Office's routine;
3. *Reporting*: Prepare a monthly report of all transactions made from the VEF Citibank account, including the purpose of each transaction and the account code to be assigned to each transaction;
4. *Payments*: Ensure all financial transactions submitted from the VEF Hanoi Field Office are authorized, documented and processed:
 - a. Create obligations of funds and receiving reports for regular/ad-hoc expenditures of the VEF Hanoi Field Office in the Online Management System (OMS);
 - b. Verify invoices and reimbursements and ensure the legitimacy and accuracy of the invoices and reimbursements; and
 - c. Create payment request in the Vietnamese Citibank account before submitting to the DFA for authorizing payments.
5. *Contracts*:
 - a. Initiate the contracts with the service providers upon VEF's needs in line with the Simplified Acquisition Procedures and under instructions of the VEF contracting officer;
 - b. Negotiate and conduct the contract analyses for recommendation of the selected bidder;
 - c. Initially review the contracts both in English and Vietnamese to assure accuracy and appropriateness. Obtain and document legal review and approval for all contracts;
 - d. Manage the performance and accountability of the contractor; and
 - e. Ensure the compliance with the Vietnamese Government's accounting standards;
6. *Budget*: Manage budget process in the Hanoi Office and consolidate the budget of all teams for the management's review;
7. *Procurement and inventory*: Plan, procure, maintain and dispose office equipment of the Hanoi Office in coordination with the IT staff;
8. *Office closing procedures*
 - a. Carrying out the legal procedures for VAT tax refund and VAT tax code termination. Confirmation of the Hanoi Taxation Department that VEF has no VAT tax liability is needed.
 - b. Carrying out the legal procedures for PIT finalization for the Vietnamese employees. Confirmation of the Hanoi Taxation Department that VEF has no PIT tax liability is needed.
 - c. Carrying out the legal procedures for closing the statutory insurance and social insurance books for the Vietnamese employees. Confirmation of the Hanoi Labour, Invalids and Social Affairs Department that VEF has no liability to VEF's staff compulsory insurance after the closure date is needed.

- d. Carrying out the legal procedures for returning VEF stamp to the Hanoi Police Department.
- e. Carrying out the legal procedures for the termination of the Rep Office's operation with the Ministry of Education and Training and relevant authorities of Vietnam. Decision of the Ministry of Education and Training for closing the VEF Hanoi Office is needed.
- f. Carrying out the termination of labour contracts with the employees.
- g. Liquidating the office space lease contract and getting confirmation of no pending debts with other vendors.
- h. Carrying out the office space clearance including required procedures for office equipment and furniture.

II. Key duty and responsibility 2: Human Resources (HR)

- a. Developing, maintaining, and updating policies related to human resources in order to adhere to any relevant Vietnamese and U.S. regulations regarding hiring, training, firing, and safety while following legal counsel guidance and directives;
- b. Creating, updating, and maintaining all job descriptions within the VEF Hanoi Field Office;
- c. Managing the recruitment process for the VEF Hanoi Field Office, including the following tasks: advertising, screening, and arranging interviews for candidates; completing reference checks; corresponding with the candidates as needed and informing them of the results;
- d. Managing all matters related to new staff: (1) setting up the work station and work-related equipment and materials; (2) organizing and conducting the orientation to ensure that the organizational and Ethics regulations are described and understood; and (3) following up with the implementation and completion of probation, development, and other status changes;
- e. Reviewing and overseeing the VEF Hanoi staff HR compensation and benefits, including payroll, compulsory insurance, and personal income tax finalization implemented by VEF's outsourced HR company handling payroll;
- f. Coordinating, managing, and documenting the Hanoi staff files, including offer letter, labor contract, performance review, and termination/resignation.
- g. Managing the staff out-processing exit procedure, including resignation and termination letters, hand-over note, and VEF property return. Coordinate with the VEF HR Company in finalizing and processing the resignation/termination benefits and closing the insurance book as well as any other related matters;
- h. Managing and verifying the VEF Hanoi staff timesheets through the online timesheet record system and prepare and submit monthly leave report;
- i. Taking lead in arranging the annual health check for the Hanoi staff and in organizing the VEF staff retreat when planned;
- j. Organizing the process for yearly evaluations as well as promotions and salary adjustments;

- k. Preparing internal HR reports or analysis as required;
- l. Conducting the process of selecting the appropriate supplemental health insurance programs for the VEF Hanoi staff, and once selected, coordinating with the insurance company as needed;

III. Key duty and responsibility 3: Administration

1. Reviewing travel authorization, travel vouchers, medical assistance package and travel insurance of VEF-sponsored traveler originating from Vietnam including the VEF Hanoi staff;
2. Initially reviewing the travel guide and travel details for the VEF-sponsored travelers participating in VEF events;
3. Ensuring the travel matters follow the Fly American Act and documented adequately;
4. Implementing and managing micro purchases at the VEF Hanoi Field Office;
5. Assisting the VEF Hanoi Field Office with logistics arrangements related to the VEF programs and activities especially during the major projects and events of VEF such as the Pre-Departure Orientation, etc.;
6. Managing the operation, inventory, and maintenance of office equipment, materials and supplies;
7. Providing coaching and supervision to the Administration Assistant and Intern in all areas of applicable responsibilities.

IV. Other duties

1. Communicating in a timely manner with appropriate personnel in the VEF U.S. Headquarters Office and with the VEF Hanoi staff; and
2. Other duties as assigned by the Country Director.

QUALIFICATIONS AND REQUIREMENTS

1. Vietnamese national;
2. A Bachelor's degree in finance and/or accounting, economics or business administration;
3. Minimum 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. 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;
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. Timely, well-edited, and high quality written documents and materials with attentiveness to detail;
12. Positive, supportive, and professional attitude and a strong sense of responsibility;
13. Ability and availability to travel in-country and internationally as required by VEF.

Date of issue: August 18, 2015

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APPLICATION PROCEDURE

DEADLINE FOR RECEIPT OF APPLICATIONS: 2:00PM, SEPTEMBER 4, 2015

Please send the following by email: 1) a cover letter in English, 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 email address **by 2:00PM, SEPTEMBER 4, 2015:**

Vietnam Education Foundation
Email: recruitment@vef.gov

Please indicate “VEF” and the title of the position for which you are applying in the subject line of the email.

Date of hire: Immediate

PLEASE - No follow-up phone calls or inquiries to VEF.

Short-listed candidates will be interviewed by phone by the VEF interview team. Successful candidates of the phone interview round will be invited for a face-to-face interview at the VEF Hanoi Office.

THE VIETNAM EDUCATION FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER.

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