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JOB DESCRIPTION

Position title: Admin Assistant, WWF-Greater Mekong
Reports to: Chief Operating Officer, WWF – Greater Mekong
Location: Vientiane, Lao PDR
Date: January, 2016

Background:

WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region's biodiversity and build a secure and sustainable future for people and wildlife. WWF has a long history of engagement in the Greater Mekong and has been active in Laos since 1990. WWF-Greater Mekong works with government, industry and civil society partners to ensure that, as the region develops, it safeguards the natural riches that so many depend on and that drive the region's economic future. Find out more at www.panda.org/greatermekong.

Major Functions:

The Admin Assistant supports the Representative and the COO in administration & secretarial jobs as well as provides administrative support to Regional Team based in Laos

I. Major Duties and Responsibilities:

- Arrange visa & working permit for regional staff based in Lao PDR and ensure the up-to-date knowledge of administration related matter to take advantage of best practices in Laos.
- Assist the Representative, the COO and regional staff based in Vientiane in handling all travel arrangements (travel requests, tickets, accommodation bookings,...) and in travel claims.
- Arrange & provide logistic arrangements of regional events and meetings conducted in Vientiane including tickets, accommodation and venue booking, visas for participants, etc.,
- Is responsible for the purchase of office stationeries and equipment for regional staff based in Vientiane
- Maintain and update the inventory list of the Regional team, including periodic physical verification of the inventory and preparation of inventory report
- Provide the Representative and the COO with secretarial support including arranging meetings, logistical support such as mailing, banking, and so on.
- Assist the regional team, upon request, in following due process in obtaining consultancy services through involvement in the selection, process documentation and contract preparation processes if requested
- Perform other duties as requested by the Representative and the COO

II. Profile:

Required Qualifications and Experiences:

- Bachelor's degree in any relevant field such as Business Administration, Human Resources Management, Organisation Development, Secretary etc.

- At least 2 years of practical experience in administration or secretarial service, preferably in the context of an international organisation

Required Skills and Competencies

- Proficiency in MS Office
- Fluency in written and spoken English
- Working with people from diverse backgrounds
- Teamwork, Interpersonal skills, Critical thinking, Organizing skills.
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.

III. Working Relationships:

Internal –Engage with and support all regional staff based in Laos. Interact regularly with Admin, finance and HR team in WWF-Laos and Region.

External - Interact with focal person of local organisations/authorities, service providers, consultants.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: _____

Date: _____

Accepted by Staff member: _____

Date: _____