

## **JOB DESCRIPTION**

Position title : Project Admin Officer, WWF-Vietnam  
Reports to : Project Manager, WWF-Vietnam  
Technical report to : Admin Manager, WWF-Vietnam  
Location : Ho Chi Minh City, Vietnam with opportunities travels to project sites in the Mekong Delta as required/depending on activities  
Date : 01st October, 2019

### **I. Background**

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>

### **II. Major Functions**

The Project Admin Officer is responsible for providing daily administrative and communication supports to assigned projects in Ho Chi Minh Field Office. He/she is also responsible for supporting to produce communications content for internal and external communications.

### **III. Major Duties and Responsibilities**

- Provide support to Project Manager(s) in working with relevant functions to arrange logistics for events and meetings held in project sites to ensure that they are properly organized and conducted.
- Provide support in developing action plans, activity fund planning under guiding of project technical staff; Assist to monitor activities conducted by counterparts in the project areas (Mekong Delta);
- Be responsible for the purchase of project equipment and assets upon approval by Budget holder to ensure the purchasing policies and procedures are strictly followed. Work with FA Function to conduct inventory of project assets.
- Assist in the receiving and general screening the relevant invoices, receipts, supporting documents of project activities in charge to ensure accuracy and compliance with current requirements;
- Assist Project Managers in contract management, ensure to support counterpart and the team in closing relevant in charged action plans and/ or contracts timely on monthly basis and keep managers informed of the closing date and follow up with extension;
- Support project teams with the annual internal and external finance and accounting audits when required;
- Assist the purchase of project supplies, project equipment and assets, and ensure the purchasing policies and procedures are strictly followed;
- Be responsible of logistics arrangement for events and meetings held in project sites to ensure that they are properly organized and conducted; booking vehicles and accommodation, purchasing tickets and other logistics, etc for project staff if required;
- Assist in media relations, organizing press conferences and press trips and event for conservation projects

### **IV. Profile:**

#### **Required Qualifications and Experience**

- Bachelor's degree (or higher) in English, social sciences, business administration, business management or in relevant fields of natural resources conservation.
- At least 3 years of practical experience in areas related to administration, Accountant and/or communications, public relations.

- Experience working in international organizations and in working or liaison with GO and NGO bodies
- Experience in developing administration, finance and accounting systems, policies and procedures is an advantage
- Basic knowledge of website and content management systems, media relations is preferred
- A good understanding of current digital communications platforms to promote conservation issues; experience navigating and pushing content out on a variety of social media channels;
- Basic knowledge of environmental and conservation issues in Viet Nam is an advantage  
Knowledge of local finance and accounting system, standards and practices
- Good understanding of normal practices in non-profit organizations
- Good knowledge of all office systems

### **Required Skills and Competencies**

- Can-do attitude and result-oriented communication mind-set;
- Organizing/ planning, time management, negotiation and problem-solving skills;  
Detail focus, enthusiastic, friendly and careful.
- Ability to multi tasks
- Networking and interpersonal skills
- Fluency in written and spoken English
- News writing, editing, press release writing skills
- Administrative and clerical procedures; Customer service orientation;  
Fluency in written and spoken English;
- Demonstrates WWF behavior in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

### **V. Working Relationships:**

**Internal** – work in close collaboration with project staff (national and international), finance team, admin team of WWF-Vietnam and other regional staff, other Country Programmes. Engage with and support other field staff.

**External** - Interact regularly with suppliers and service providers.

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: