

TITLE: Administration Officer	
TEAM/PROGRAMME: Admin and HR	LOCATION: Ha Noi
GRADE: NAT 5	CONTRACT LENGTH: 1 year with possibility of extension
<p>CHILD SAFEGUARDING: I Level I: the post holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory for this post unless the content of the post changes, in which case the Child Safeguarding level should be reviewed.</p>	
<p>ROLE PURPOSE:</p> <p>Admin. Officer will be responsible to overall logistics and administration in SC's Offices. This position will coordinate all regular country program administration activities, including general administration, logistics and other administration duties to ensure that daily office operations are well performed and office operations are streamlined to maximize quality, efficiency and cost effectiveness.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Senior of HR & Admin Manager Staff reporting to this post: NA Budget Responsibilities: N/A</p>	
<p>KEY AREAS OF ACCOUNTABILITY :</p> <p>I. Be responsible for managing daily office operation</p> <ul style="list-style-type: none"> • Be responsible to maintain smooth and compliant administration operation in Country Office and the field offices in Lao Cai and Ho Chi Minh cities if necessary. • Supervise daily implementation of all logistic arrangement in Country Office and the field offices such as logistics support catering and refreshments for meetings and workshops inside the office, • Handling office supplies: EMS service, stationery, equipment, furniture, transportation and accommodation for expatriates and other related activities. • Ensure daily cleaning, office hygiene as well as safety and security measures in the office. • Work closely with the procurement team for logistic arrangement of meetings and workshops and other admin-related services. • Ensure the most updated admin tracker for visa application, workshop permit, office rental, house leasing,... of both CO Office and Field Offices • Maintain contracts for office services including Office Rental, Telephone, Internet, Office supply, Office Insurance, Photocopier service and follow up with periodical payments. • Supervises and assists in obtaining all authorization and documentation required for duty-free importation of office equipment, vehicles, office supplies, personal effects, project suppliers, etc. Supervises the transport arrangements for SC consignments from Hanoi to other locations. • Provides technical support to area offices and relevant teams in implementation of safe and security plans in the aspects where admin and logistics are responsible i.e. vehicles, visitors, offices, facilities, communications network... etc. 	

- Prepare and develop periodical budget for admin activities.
- Arrange and maintain the filing system in the Country Office.
- **Manage** promotional items by maintaining a **tracking system** and **recommending distribution strategies** to prevent obsolete, damaged, or unusable. Resolve all issues that arise pertaining to administration management.

2. Ensure the legality and compliance to the Government regulations

- Handle all administrative legal documentation and procedures relating to operation of Country Office and Field Offices in Lao Cai and Hochiminh City cities, including but not limited to: office permits, international and national workshop permits, visa, passport, work permit, temporary residence card, project approval... etc.
- Support and attend the courtesy visits by Governmental and provincial authorities, donors, other INGOs to the SC office and/or outside the SC Office if it would be required.
- Be responsible for renewing office licences, work and resident permits...etc in due time
- Coordinate and submit reports to PACCOT, MOFA, DOFA, provincial People's Committees and other ad-hoc reports if any.

3. Be responsible for office arrangement and office relocation

- Be responsible for office space arrangement, including meeting room arrangement, staff working area, seating arrangement, kitchen, lactation room and office storage arrangement.
- Implement the office maintenance for the glass doors, walls, ventilation, and maintenance of all equipment in the office such as air conditioners, printers, photocopier, tables and chairs.
- Arrange the office ornaments and decoration such as ornamental trees, paintings, reading corners...etc. Organize the office decoration in special events, celebration or campaign.
- Work closely with the Supply Chain Manager to schedule for office relocation and be responsible to organize the office movement.

4. Be responsible for asset management

- Ensure the compliance for asset management in accordance with SCI policies and procedures
- Perform bi-annual asset inventory, update the asset list, maintain the asset labels and asset code.
- Process asset disposal in working closely with the Award Team and Finance Team.
- Prepare asset reports to SCI Global/ Center upon request
- Liaise with the SCI Global/Center for office insurance and asset insurance. Coordinate with Field Offices to consolidate the insurance list. Implement procedures for insurance claims for theft, loss or fire happened to SCI office and SCI assets.

5. Working contacts

- Internal – in country: All staff in CO Office and /Hochiminh Field offices
- External: Vendors, Visitors, Government Agencies, INGOs, donors

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Bachelor's degree in related field

EXPERIENCE AND SKILLS

Essential

- 5 years in work experience in administration field, 2 working years with NGO is preferable
- Good English written and verbal skills
- Computer literacy, proficient in MS Office
- Familiarity with financial and facilities management principles
- A team player with leadership skills
- Good problem solving , analytical mind, compliance, negotiating and presentation skills
- Ability to establish priorities and plan, organize, and coordinate a variety of work activities.
- Ability to maintain accurate records and documents and to prepare written reports, conclusions, and recommendations.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by:

Date:

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date: