



VACANCY NOTICE ADMINISTRATIVE OFFICER

Duty station: Hanoi, Vietnam

Background: Rikolto is an international NGO with over 50 years of experience partnering with farmer organizations and food chain actors across Africa, Asia, Europe, and Latin America. Rikolto operates programmes in 18 countries worldwide through 5 regional offices.

Rikolto envisions a world with a sustainable income for farmers and nutritious, affordable food for everyone. We reach our goals by building bridges between smallholder farmer organizations, companies, authorities, and other actors across rural and urban areas. Together, we create innovative ways of accessing, distributing, and producing nutritious, quality food so no one is left behind.

Rikolto in Southeast Asia (SEA) operates in Vietnam, with an office located in Hanoi. We are currently seeking a qualified and motivated professional for the position of **Administrative Officer** to support our operations in Vietnam.

Job Overview: The Administrative Officer, reporting to the Head of Operations, will provide essential administrative, operational, and logistical support to ensure the smooth and effective functioning of Rikolto in Vietnam.

Job size: Full-time (1-year contract with possibility of extension)

Expected starting date: 01 April 2025

Key responsibilities:

- General administration
- Reception and visitor coordination
- Logistics management
- Personnel support
- Communication assistance
- Petty cash management

Basic Requirements:

- A Bachelor's degree in a relevant field, such as Business Administration, Economics, English, or a related discipline is required.
- At least 2 years of experience in administration role, preferably within international development organizations.
- Strong understanding of administrative processes, including document management, scheduling, and office coordination.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook). Familiarity with other software tools is a plus.
- Strong organizational skills with the ability to manage tasks effectively and meet deadlines.
- Detail-oriented, with the ability to prioritize tasks, ensuring accuracy even when managing multiple responsibilities
- Strong verbal and written communication skills, with the ability to interact effectively with diverse teams and stakeholders.
- Ability to work independently and as a collaborative team player.
- Proactive attitude toward learning, with a willingness to acquire new skills and develop professionally.

For a detailed list of responsibilities, qualifications, and requirements for the role, please refer to the **Job Description** on Rikolto Vietnam's website at: <https://southeastasia.rikolto.org/job-vacancies/administrative-officer>

How to apply:

Interested candidates are invited to submit motivation letter and up-to-date curriculum vitae (CV) in English with at least three referees, using the subject line: ***“Administrative Officer – [Your name]”*** by email to: vietnam@rikolto.org

The deadline for applications is **05 March 2025**. However, applications will be reviewed on a rolling basis, so early submissions are strongly encouraged.

We would like to thank all applicants for their interest, but only shortlisted candidates will be contacted for an interview.