

Recruitment of temporary Logistics assistant

CONTRACT TYPE: Service

1. Introduction and Background Information**1.1. Humanity & Inclusion**

Humanity and Inclusion (HI) – Legal name Federation Handicap International - is an independent and impartial aid organisation working in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI is working in more than 60 countries over the World.

HI has been working in Vietnam for 32 years, mostly in the fields of health and prevention (mother and child health and road safety), rehabilitation (rehabilitation care for people with spinal cord injury and brain lesions), education (access to inclusive education for children with disabilities) and livelihoods (access to decent work for people with disabilities).

At present, four (04) projects are being implemented in Vietnam, with three (03) located in Hanoi and one in Quang Tri Province. These programs are funded by the United States Agency for International Development (USAID) and the European Commission (EC).

1.2. Context

As four (04) projects are running simultaneously across different locations in Vietnam, including three in Hanoi and one in Quang Tri Province -, the concurrent execution of these requires significant administrative support, particularly in organizing events and managing day-to-day logistical operations. As such, there is an increasing demand for coordination and assistance in handling the workload associated with administrative tasks and logistical staff management to ensure the smooth and efficient implementation of all ongoing activities.

2. Description of the Expected Services**2.1. Responsibilities**

The Logistics assistant will be providing administrative services to HI office in Hanoi. The position will responsible for administrative tasks on facility management, travel arrangements, transportation, general office operations.

The Logistics Assistant works closely and constructively with internal and external colleagues/ partner in the area of responsibility and ensures that the administration of all processes runs smoothly and in line with HI's policies and procedures, especially in travel arrangement. The position holder shows interest in linking administrative and operational implementation of project activities and actively supports the project staff.

2.2. Tasks**2.2.1 Administration**

- Assists the running activities with all organizational issues and logistical organization of events.
- Coordinates travel, accommodation and transfer requirements for the staff and partners.
- Preparation of printings, stationaries, tea break for events/ training
- Preparation of supporting document for payment and for internal record.

2.2.2 Facility management

- Follow up and update the Stock cards in according receiving or releasing stock movement.
- Update monthly stock report base on Stock Card and transmitted to Logistic Manager
- Organize the physical management of stocks in collaboration with Logistic Manager
 - Organize the periodic inventory stock take or reconciliation
 - organize periodic stock controls; Stock Card and stock monitoring chart
 - manage the flow of merchandise
- Organize stock distribution of merchandise for the project's operation
- Provide the relevant information and report on stock to Project managers or relevant owner of stock.
- To issue relevant equipment card/ document to well manage assets and equipment as HI's policy.

2.2.3 Achieve management

- Completed and filed purchasing documents in accordance with applicable regulations
- Providing all relevant auditing document in collaboration with Log managers
- Submit the relevant tools of base or functions handled regularly

3. Fees, Duration and Location of the working

- Service fee will be paid as per day with mutual agreed rate.
- HI will not cover any additional payment (if any).
- The contract period should start from 01st July 2025 to 31 August 2025.
- The working hour is from 8h.30 to 17h.30 (03 days per week)
- Working location: Room 207-208, E3 building, Trung Tu Diplomatic Compound, Dong Da district, Hanoi.

4. Required qualifications, competencies and experience

- Bachelor's Degree in Economics, Finance, Administration or Business or equivalent professional qualification.
- More than 1 years' professional experience in a comparable position
- Experience in NGO is a plus.

5. Application and evaluation

TO APPLY: Only online by joining a CV and cover letter via the following email: recruitment@vietnam.hi.org. Closing date for applications is **30 June 2025**. Only short-listed candidates will be notified.

In the content of the CV please outline responsibilities and tasks from previous & current work, volunteer experiences and training received.

HI reserves the right not to accept applications submitted after the deadline. Only shortlisted candidates will be contacted for an interview.