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| *JOB DESCRIPTION**Anh Chị Em program* (ACE) | logo ace - other option - 100px |
| *position* | *HR and Admin Officer (HAO)* |
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| *Line manager:* | *Finance, Admin and HR Manager (FARM)* |  | *Reporting to:* | *Finance, Admin and HR Manager (FARM)* |
| *Supervising:* | *Branch Assistant (administrative related)* |  | *Working location:* | *ACE Head Office with possible travelling* |
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| *ABOUT ANH CHỊ EM PROGRAM (ace)* |
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|  | *Overview about ACE**ACE is a microfinance program created by a French non-governmental organization - Entrepreneurs du Monde (EdM) in 2007 to operate microfinance activities in Dien Bien province based on the following legal basis:*1. *Operational Registration issued by Department of Foreign Affairs belonging to Ministry of Foreign Affairs*
2. *Microfinance Program Resgistration issued by State bank of Vietnam*
3. *MOU with the People’s Committee of Dien Bien Province.*

*ACE’s capacity building services and pro-poor financial services have been designed and intrinsically combined to promote a social and sustainable approach of microfinance adapted to the needs of the most vulnerable, mainly Black Thai women living of farming activities.* |
|  | *ACE vision**A green world, a community with happiness, sustainable development and equal opportunities.* |
|  | *ACE mission**To empower the poor and vulnerable people in remote areas through the provision of responsible financial and capacity building services in a sustainable way.* |
|  | ***Main activities :**** *Microcredits and microsavings services*
* *Basic trainings on agriculture, financial literacy and social topics*
* *Individualized counseling and connection of beneficiaries with specialized social organizations, employers and any other identified economic opportunities.*
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|  | ***Core values:*** * *We are dedicated and responsive people;*
* *We respect diversity and value people;*
* *We commit to comprehensively develop immanent capacity for our partners;*
* *We are transparent, honest and professional;*
* *We are transparent, honest and professional.*
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| JOB DESCRIPTION |
|  | 1. *Management of physical working conditions and administrative purchasing*
2. *Ensuring ACE to have necessary offices meeting the operational needs with quality working environment for staff;*
3. *Arranging, organizing, ensuring offices to make it tidy, clean and effective;*
4. *Purchasing, following up, managing and taking inventory of stationery, equipment and furniture, assets; Ensuring them enough in quatity and able to operate well;*
5. *Carry out payment procedures for regularly arising goods/services such as postal services, telephone, Internet… or others following assignment;*
6. *Drafting and following up the implementation of economic contract, purchasing contract;*
7. *Ensuring office security and energy saving.*
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|  | 1. *Management of Documents, Archives, Information Systems, Reports*
2. *Drafting documents, minutes and reports;*
3. *Receiving/sending and following up, classifying outgoing/incomping documents/correspondence;*
4. *Overseeing, sythesizing, ensuring the completeness and timeliness of reports that ACE has to submit following legal requirements, partners’ and EdM’s requirements;*
5. *Organizing, arranging and storing (both hard and soft) documents and reports in a scientific manner, easy for looking up/searching and ensuring information security;*
6. *Conduct backup to protect data;*
7. *Introducing, guiding relevant staff about ACE softwares.*
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|  | 1. ***Responsible for administrative procedures relating to human resources***
2. *Managing employee records, including collecting, updating and storing employee documents;*
3. *Drafting and following up contracts and documents relating to HR or benefits for HR such as labour contract, contract with insurance company*
4. *Carrying out payment procedures for employees' insurance including Social Insurance and Body Insurance. Store and distribute to employees Insurance documents related to Employee's benefits (Health insurance card, separate sheet...)*
5. *Supporting recruitment process, such as recruitment posting, profiles screening, interview scheduling…;*
6. *Conducting onboarding for new staff, including preparing labour contract, introduction about ACE, delivering equipment, furniture for work;*
7. *Implementing and managing timekeeping for staff.*
8. *Providing information, explaining and supporting staff in using ACE’s benefits such as insurance, allowance...*
9. *Conducting administrative procedures for foreigners to work at ACE*
10. *Ensuring necessary logistics for staff, partners, experts to conduct work at ACE.*
11. *Preparing staff reports as requested internally and by government departments;*
12. *Supporting analysis of data and indicators, enabling the provision of information and advising for decision-making;*
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|  | 1. *Administrative communication with ACE partners and guests*
2. *Answering and transferring phone calls to who is responsible.*
3. *Receiving and welcoming guests in ACE*
4. *Working with state offices, agencies, departments and authorities as assigned;*
5. *Working with suppliers as assigned;*
6. *Events organization*
7. *Planning and organizing ACE events such as conference, workshop, birthday, anniversaries…*
8. *Conducting administrative procedures as required by legal framework to organize the events;*
9. *Preparing logistics for the events*
10. *Coordinating the participation of other departments/ branches for the events; Coordinating the implementation of the events.*
11. ***Other supporting works***

*Perform other supporting tasks (depending on capacities such as expertise, workload) when being required, including but not limited to:*1. *Supporting operation team, such as disbursement, encoding, cash safe management… when needed*
2. *Supporting FARM to conduct legal procedures for ACE when being required;*
3. *Supporting accounting tasks when needed.*
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| *PROFESSIONAL CAPACITIES REQUIREMENT* |
|  | *Qualifications and Education Requirements** *Full-time university graduated or above;*
* *Proficiency in Vietnamese and English*
* *Good computer skills: MS office;*
 |  |  | *Preferred Skills and Educational Background** *Prior experience in microfinance in rural areas or in INGO is an advantage.*
* *Having management experience in HR, administratives, management of information system, event organization, legal framework, documentation and archieves;*
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| CORE CAPACITIES REQUIREMENT |
|  | 1. *Integrity, accountable, proactive, transparent ;*
2. *Demonstrate high level of trustworthiness and commitment for social missions;*
3. *Careful, hardworking, multitasking skill*
4. *High concentration and accurate work handling*
5. *Be honest, decisive and careful*
6. *Strong analytical and problem-solving skills*
7. *Willingness and being capable self-studying, learning by doing, being enthusiastic/open minded to share knowledge and skills to the team members;*
8. *Ability to work under pressure;*
9. *Good communication, listening skills;*
10. *Rigor and sense of organization;*
11. *Punctuality (in the execution of tasks, the submission of reports, etc.).*
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