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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.* | | | | |
|  | ***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.* | | | | | | |
|  | | 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.* | | | | | | |
|  | | 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;* | | | | | | |
|  | | 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.* | | | | | | |
| *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.).* | | | | |