

VACANCY ANNOUNCEMENT

Post Title: Administrative Assistant

Organization: United Cities and Local Governments Asia Pacific (UCLG ASPAC)

Duty Station: UCLG ASPAC Sub-Regional Office/Association of Cities of Vietnam (ACVN) Hanoi, Vietnam

Type of Contract: Service Contract – 1 year, with possibility of extension

Reference: AA Vietnam

Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is one of the eight Regional Sections of the United Cities and Local Governments (UCLG) and based in Jakarta, Indonesia. UCLG is the largest local government organization in the world and the officially recognized World voice of Local Government by the United Nations. The Asia and Pacific region is the biggest of the eight sections in UCLG with linkages to more than 7.000 local governments. It represents well over 3.76 billion people – more than half of the world population- and incorporates economically fast developing countries such as China, India and Indonesia. UCLG ASPAC is the key knowledge management hub on local government issues in the Asia-Pacific region. It promotes democratic local government, supports cooperation between cities and their associations, and facilitates programs, networks and partnerships to develop the capacity of local governments and the associations.

UCLG ASPAC will implement the European Commission funded Project “Partnership for Democratic Local Governance in Southeast-Asia” in close co-operation with Konrad-Adenauer-Foundation (KAS), LOGODEF, The Thai Environmental Institute (TEI) and various Local Government Associations. The project activities are carried out for a period of 30 months in five countries in South-East-Asia: Philippines, Indonesia, Thailand, Cambodia, Vietnam. The overall objective is the improvement of living conditions of disadvantaged groups in South-East-Asia through increased participation of people in local planning and decision making. More specifically, it is aimed to set up a sustainable network of Las, LGAs, NGOs and Academic Institutions for the promotion of best practice exchange in democratic local governance in SEA which contributes to the improved knowledge, attitude and practice of the LGAs in this field of services for their members.

The administrative assistant will closely work with the National Coordinator in Hanoi on a day-to-day basis within the overall supervision of the UCLG ASPAC Regional Office in Jakarta and in collaboration with the Association of Cities of Vietnam (ACVN) ensuring high quality, accuracy and consistency of work delivery.

Responsibilities

The Administrative Assistant will be responsible for the following:

- Coordinate meetings and appointments for the National Project Coordinator
- Maintain the office documentation (preparation, distribution, sorting and storing) in accordance with established guidelines and procedures
- Arrange travel and lodging for local/external partners and experts together with the National Project Coordinator and the Project Manager

- Assist National Project Coordinator on assigned duties; Monitor assigned project deliverables and timelines together with the National Project Coordinator
- Welcome and host guests to the Project Office + telephone
- Make sure that all needed items for daily office routines are being bought and stored
- Assist Chief Accountant in preparing the monthly accountability as well as the interim and financial reporting
- Collect, sort and collate receipts, contracts, tax-papers or any material or information requested by the Chief Accountant
- Handle all payments connected with the running of the project (cash, cheque, online); issue payments of advances or refund for project expenses; transparently document all payments in accordance with established guidelines and procedures and according the legislation of the respective country
- Manage the project cash box; transparently document all transactions in and out of the cashbox in accordance with established guidelines and procedures
- Verify that all receipts are in accordance with established guidelines and procedures and according the legislation of the respective country
- Inform the National Coordinator on all financial matters concerning his/her duties; Assist National Coordinator in tracking budget expenses and budget analysis
- Perform other duties as required from time-to-time

Special requirements of the assignment

- Minimum of a bachelor's degree in accounting, business administration, economics or related field
- At least three years of professional experience in accounting or administrative work
- Good written and oral communication skills required (Vietnamese and English)
- Computer software skills in basic Microsoft word and accounting programs
- Ability to work under pressure and to deadlines required

Assignment period

The assignment will be for up to 30 months and will commence in March 2010.

Candidates are expected to submit an updated CV along with the application by mentioning the reference code on mail subject to hardjoa@gmail.com and copy to gesabah@yahoo.com until **15th of February 2010** at the latest.

Only short-listed candidates will be contacted. Men and women will be given equal consideration.