



TERMS OF REFERENCE (TOR) ADMINISTRATIVE OFFICER

1. Location: Vietnam One Health University Network - National Coordinating Office (VOHUN-NCO). Room A503 Building A, Hanoi University of Public Health (HUPH).

Address: 1A Duc Thang road, Duc Thang ward, North Tu Liem, Hanoi, Vietnam.

2. Type of position: Full-time

3. Starting Date: 1st October 2022

4. Background:

Vietnam One Health University Network (VOHUN) is a part of the South East Asia One Health University network (SEAOHUN) and was established in 2011 with the support of USAID. VOHUN has 27 universities and 31 faculties in Vietnam, including faculty of medicine, veterinary medicine, public health and nursing. The National Coordinating Office, connecting the faculties and universities, is located in Hanoi University of Public Health. The network coordinates other universities, institutions and NGOs to contribute to promoting One Health for humans, animals, environment, food technology and biochemistry. Under the One Health Workforce – Next Generation project (2019 – 2024), there are three main objectives: One Health training and empowerment; One Health Workforce assessment and tracking; and Organizational Sustainability. This project is supported by USAID through a consortium between various partners in USA, with leading by University of California Davis and SEAOHUN.

VOHUN's goal is to help develop Vietnam's capacity to implement a One Health approach through training and research at member universities in order to contribute to the development of a new One Health community.

VOHUN's objectives:

- Assess and define the One Health Workforce through planning and policy communication with Government counterparts.
- Educate and train student's to be the One Health Workforce in the future (Pre-service)
- Educate and train staff and specialists from government agencies, the current One Health Workforce (In-service)
- Develop and promote the capacity of university staff and researchers to train the current and future One Health Workforce
- Develop VOHUN to become a sustainable institution for long term development of Vietnam's One Health Workforce

5. Responsibilities:

- Manage office supplies stock and place orders.
- Prepare regular reports on expenses and VOHUN office budgets.
- Maintain and update the list and contact of universities and partners in VOHUN network.



- Organize a filing system for important and confidential VOHUN documents.
- Update office policies as needed.
- Provide guidance and update the VOHUN staffs/Universities on administrative processes and procedures as regulated by the Donor and the Government of Viet Nam.
- Maintain VOHUN office calendar and schedule appointments.
- Attend meetings, support technical officer to prepare minutes and circulate to stakeholders.
- Distribute and store correspondence (e.g. letters, emails and packages).
- Assist in maintaining accurate and up-to-date electronic and manual filing systems
- Report to the Project Manager and Project Coordinator on a regular basis.

6. Requirements

- Proven work experience as an Administrative Officer, Administrator or similar role.
- Solid knowledge of office procedures.
- Experience with office management software like MS Office (MS Excel and MS Word, specifically).
- Strong organization skills with a problem-solving attitude.
- English in writing and communication are required.
- Additional qualifications in Office Administration are a plus.

7. Duration: 3 years

8. Duty station: Hanoi, with possible travel within or outside Vietnam

9. Supervision: Administrative Officer will be supervised by the Project Manager and Project Coordinator.

10. Application and Further Information

Applicants are invited to send the following documents through email:

- A curriculum vitae with recent 4x6 cm photo
- A letter of motivation
- Copies of main degrees or relevant certificates
- Names and contact information of 02 references
- The email subject must include FULLNAME (in capital letter) Administrative Officer.
- Send your complete application to: contact@vohun.org

Deadline: 25th September 2022.

For further information, please contact us for more detail: Ms. Pham Thi Minh Phuong – Email: phuongptm@vohun.org/ (+84)37 5189612/ Website: www.vohun.org.