



JOB TITLE: Program & Admin Officer

ABOUT US

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a local non-profit and non-government organization in Vietnam. So far it has supported about 1.8 million underprivileged people across the whole country. LSTF mainly provides services and support at education and health sectors to people in need. Its major works include scholarship and life skills training for disadvantaged students, IT equipment provision for schools, capacity building for teachers, wheelchair distribution for people with disabilities and so on. Find more information from our website: www.lstf.org.vn

Now, we are looking for an experienced Program and Admin Officer to support our charity activities, admin and marketing related operations. Key duties of this position may include, but not limited to the followings:

JOB DESCRIPTION

1. WORKING CONTEXT

- **Location:** Ho Chi Minh City with some travels to the fields as required.
- **Job type:** Full-time
- **Report to:** Operations Manager
- **Job level:** Experienced (non-manager)
- **Staff directly supervised:** 1-2 staff and a couple of volunteers

2. JOB PURPOSE SUMMARY

Program and Admin Officer has the roles and responsibilities for managing and implementing our charity works such as gratitude house construction and wheelchair donations. She/he will also lead the administrative function as well as supporting marketing/external engagement works.

3. MAIN ROLES & RESPONSIBILITIES

1) Project Management

- Act as a focal point to contact working partners and to conduct regular monitoring visits/meetings to assure quality of project implementation;
- Prepare and review project documents to meet our level of accountability requirements;
- Be responsible for maintaining good partnerships among internal and external stakeholders;
- Prepare documents for payment requests and reimbursement;
- Support donor visits or other public engagement activities.



2) Marketing Support; HR & Admin related tasks

- Support fundraising and donor approaching, engagement related works;
- Support donor research and data collection works;
- Manage recruitment and performance appraisal works for both staff and volunteers;
- Organise orientation and employee engagement activities on a regular basis;
- Conduct staff management (attendances, business travels, etc.);
- Draft budget forecast and manage expenditures related to admin function;
- Be responsible for meeting arrangements and interpretation (BOD meetings);
- Manage office supplies, assets, donation records on a regular basis;
- Prepare and consolidate reports for internal & local authority's approval;
- Support travel arrangements of staff members;
- Perform tasks assigned by the line manager.

4. QUALIFICATIONS & EXPERIENCES

- Bachelor's Degree in business administration or management;
- Minimum 7 years of work experience in CSR or management functions;
- Experience in working at non-profit/non-government organization (NGO) sector or engaging government officers with a proven track record would be an asset.

Essential skills and competencies

- Excellent oral and written communication skills in English;
- Work independently and think proactively;
- Highly organised with reliable attention to details, punctuality and confidentiality;
- Good coordination and management of competing priorities in a timely manner;
- Ability to work under pressure and result-oriented;
- Excellent communications and interpersonal skills;
- Familiar with Google applications and Microsoft Office;
- Strong documentation and data management skills.

Desirable skills and competencies

- Strong analytical thinking skills;
- Effective problem solving skills.

WHAT WE CAN OFFER

- Comprehensive compensation and benefits;
- Dynamic and learning working environment;
- A culture of thriving for excellence and creative thinking.



HOW TO APPLY

Please send your CV and the cover letter in English with email subject “ **Application for Program and Admin Officer-candidate full name**” to supportus@lstf.org.vn. Please note that applications will be reviewed on a rolling basis and the position will remain open until filled. We sincerely appreciate your interest in this job opportunity but only shortlisted candidates will be invited for an interview.
