Term of Reference
ICEM Project Administrator

Background:

ICEM - the International Centre for Environment Management was established in 1999 to help governments and communities build capacity in the sustainable use of natural resources and maintenance of environmental quality. ICEM works in Asia - especially the Mekong countries - and focuses on climate change, water resources, biodiversity conservation and integrated assessments. ICEM seeks to integrate environmental concerns with development through spatial planning, socio-economic analysis and environmental assessment tools. The Centre draws from an active network of experts and organizations, nationally and internationally, and in public and private sectors in forging partnerships to address critical conservation and development issues.

ICEM is looking for a suitable candidate to fill the post of Project Administrator for an ADB funded project TA 8102 VIE: Promoting Climate Resilient Rural Infrastructure in Northern Vietnam. The position will be based in Hanoi with travel to the project sites.

Project Administrator:

The ICEM Project Administrator will work with the the Project Team Leader, Deputy Team Leader and ICEM Project Manager and be responsible for, but not limited to, the following duties:

- Day to day responsibility for running of the project office;
- Managing incoming and outgoing communications and attending to the needs of persons visiting the project office;
- Dispatching and receiving mail, courier, faxes, and emails; maintaining a register of all incoming and outgoing written communications; and filing copies of all transmissions (including important communications) in their appropriate files;
- Recording and filing all administrative and technical documents in accordance with the project filing system;
- Supporting travel arrangements including flight and accommodation reservations for all project team members for both domestic and international travel; International travel visa requirements, arranging for airport transfers as necessary; and follow-up requests for changes in flights and other details;
- Preparing general office correspondence, letters and e-mail as required;
- Word processing documents in both English and Vietnamese;
- Photocopying and binding reports; and ensuring that each copy of the report is complete and faithful to its original;
- Managing office supplies and consumables;
- Managing and book keeping project petty cash
- Assisting in arranging meetings with Government officials and representatives of other organizations, including recording the meeting minutes to submit to the Team Leader after meetings;
- Assist in arranging local and national workshops, study tours and site visits – including the required government permissions for provincial visits;
- Acting as a translator and interpreter from time-to-time when required; and
- Carrying out other tasks as required by the Project Team Leader, Deputy Team Leader and Project Manager.
Skills specification:

- University degree in Business Administration or other related disciplines.
- High level of competence in spoken and written English
- At least 3 years of working experience as a similar position for ODA projects, preferably for ADB - funded projects
- Good skills in typing, managing office filing systems, and operation of telephone exchange, facsimile, photocopier, computer, printer, scanner, overhead projector.
- Experience working in an office with a multi-cultural and multi-disciplinary team of professional staff.
- A high level of competence and proficiency in the use of both the English and Vietnamese versions of MS WORD and MS EXCEL.
- Good interpersonal communication skills; pleasant personality; enthusiasm; initiative; reliability; and trustworthiness.

Interested applicants should send a cover letter and CV with contact details of two references in writing or by e-mail to the address below before 16 January 2013. If applying by e-mail the position applied for should be included in the subject line of the mail:

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