**TERMS OF REFERENCE FOR**

**ADMINISTRATION OFFICER**

**Project name:** Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam

**Position title:** Administration Officer

**Duration:** One year (full time) with 2-month probation

**Duty station:** Hanoi, Vietnam

**Report to:** National Project Director (NPD) and Project Manager (PM)

**Project information**

The five-year Green Climate Fund (GCF) project “**Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam**” refer as (GCF Project) seeks to scale up interventions that are already tested to increase the resilience of vulnerable coastal communities. Building on ongoing social protection Project is related to housing for the poor and marginalized, the project will incorporate storm and flood resilient design features in new houses benefiting 20,000 poor and highly disaster-exposed people. As part of an integrated response to managing flood risks, 4,000 hectares of mangroves will be rehabilitated and/or planted to function not only as storm surge buffers, but also to provide ecosystem resources that can support coastal livelihoods. Moreover, to support and sustain both the impact of this project as well as future requisite government policy adjustments that strengthen the resilience of coastal and other communities, resources will be used to systematize climate and economic risk assessments for private and public sector application in all 28 coastal provinces of Viet Nam.

**Duties and responsibilities**

The Administration Officer will work closely with the CPMU staff. The Administration Officer will provide administratiion and translation assistance to the Project Manager to ensure overall and effective management of the day-to-day operations of the Project. Administration Officer will also support communcation and media activities and translation and interpretation works of the project if required.

**Specific responsibilities are as follows**:

* Managing administrative works of the project;
* Preparing relevant administrative and related project documents as part of Project Office responsibilities. Organizing the maintenance for all project equipment: telephone, fax, and email system, ensuring proper receipt and archival of these facilities;
* Being responsible for the project filing system, including documentation, numbering and archiving all incoming and outgoing mails and project publications;
* Recording minutes of monthly meetings of the CPMU and other regular meetings (Steering Committee, etc.), to ensure information dissemination and archival of munites and records;
* Performing regular inspection of all office supplies, equipment maintenance contracts, other software/virus updates, etc;
* Assist in the preparation of project events, including workshops, meetings (monthly, quarterly and annually), training courses, monitoring and evaluation activities, etc., including preparation of handouts in workshops, discussions and introduction of project issues with technical assistance from the CPMU staff;
* Arranging logistics and other works, including visas, travel, hotel reservations, etc. for project staff, national and international consultants during the implementation of project activities;
* Preparing a quarterly list of events (workshops, training sessions, meetings, etc.) on disaster risk management and other relevant topics for the Project so that information inside and outside the project can be shared;
* Providing administrative support to financial expert in the advertisement of national and international consultant recruitments;
* Supporting the translation of project documents as requested by the Project Manager;
* Supporting the communication activities of the Project, ensuring effective communication of project results to the Government and related stakeholders.

**Qualifications and Experiences**

Education:

* University degree in administration or international relation, communications, development studies or relevant fields.

Experience:

* At least two (02) years working experience in administration or international relations, communication and relevant fields;
* Experience working with international organizations;
* With good communication skills with local stakeholders;
* Competence in using word processing, spreadsheets.

**Language Requirements:**

* Excellent English language skills.

**Duration**

One year contract (full time) with 2-month probation.

**Duty Station**

Hanoi with travelling to provinces as required.

**Supervision**

The Administration Officer will be supervised by the Project Manager

**Salary level and entitlements**

The Administration Officer will be compensated according to Annex I Category 3 in Project Personnel Pro-forma Cost in the latest EU-UN Cost Norms.[[1]](#footnote-1)

1. The pro-forma cost is all-inclusive. Compulsory social insurance and health insurance will be deducted from the employee’s salary according to Social Insurance Law and the Health Insurance Law of Vietnam. [↑](#footnote-ref-1)