

TERMS OF REFERENCE

Job Title:	Administrative and Logistical Assistant
Type of Requisition:	National Project Personnel
Duty station:	Hanoi (with travel to project sites in the Mekong Delta region as required)
Duration:	12 months with possibility of extension

I. BACKGROUND

With financial support from the Global Environment Fund (GEF) through fund delegation to the Food and Agriculture Organization of the United Nations (FAO), **the Institute of Strategy, Policy on Natural Resources and Environment (ISPONRE)** is responsible for coordinating the implementation of the project **'Integrated Sustainable Landscape Management in the Mekong Delta of Vietnam' (ISLM project)**. Under the leadership of the Ministry of Natural Resources and Environment (MONRE), and in close coordination with the Ministry of Agriculture and Rural Development (MARD), the project supports a critical shift towards sustainable agriculture in the Mekong Delta Region, through the development of green value chains and integrated landscape management (ILM). The project responds to the increasing calls for the transformation of agri-food systems in Viet Nam, as outlined in the recently approved National Action Plan for Food Systems Transformation toward Transparency Responsibility and Sustainability by 2030 (NAP-FST). The project also contributes to the objectives of Resolution 120 on Sustainable and Climate-Resilient Development in the Mekong Delta of Viet Nam, which puts the development of sustainable and high-quality agricultural products, sustainable natural resource management and climate resilience at the centre of the MDR development.

To support the implementation of ISLM project, a Project Management Unit (PMU) is already established within the Institute of Strategy, Policy on Natural Resources and Environment (ISPONRE). The PMU is responsible for preparing and implementing ISLM project in accordance with guidelines and regulations as well as the annual work plans and budgets which will detail project activities and eligible expenditures.

As part of this project, we are seeking a qualified Administrative and Logistical Assistant from ISPONRE to provide technical expertise to support the implementation of the PMU.

II. REPORTING LINES AND OBJECTIVE

Under the direction and supervision of the Project Manager/Deputy Project Manager, the Administrative and Logistical Assistant will be responsible for providing

administrative and logistical support to ensure the smooth implementation of project activities.

III. DUTIES AND RESPONSIBILITIES

The Administrative and Logistical Assistant will execute the following tasks:

- Assist in the coordination of project meetings, workshops, and events, including logistical arrangements such as venue booking, travel arrangements, and procurement of materials.
- Maintain project files and records, including contracts, correspondence, and other relevant documents.
- Provide administrative support for the preparation and dissemination of project reports, presentations, and communication materials.
- Assist in the organization and maintenance of project databases, including participant lists, contact information, and other relevant data.
- Support the monitoring and tracking of project expenditures, including processing of invoices, advances, and reimbursements.
- Assist in the preparation and submission of project documentation and reports to donors and stakeholders.
- Coordinate with project staff and partners to ensure timely and accurate completion of administrative tasks.
- Provide logistical support for project staff and consultants, including travel arrangements, accommodation bookings, and transportation arrangements.
- Assist in the procurement process, including drafting of procurement requests, obtaining quotations, and processing purchase orders.
- Other tasks and responsibilities assigned by the Project Manager/Deputy Project Manager

IV. QUALIFICATION AND EXPERIENCE REQUIREMENTS

Minimum Requirements

- Bachelor's degree in law, economics, finance, business, accounting, environmental studies, information technology or related field.
- Having experience in administrative and logistical support roles, preferably in the field of international development projects.
- Strong organizational and time management skills, with the ability to prioritize tasks and work under pressure.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Working knowledge of English and Vietnamese.

Core Competencies

- Results Focus
- Teamwork
- Communication

- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Extent and relevance of experience in managing projects in complex environments and in coordination with governmental and non-governmental stakeholders in Viet Nam.
 - Familiarity with GEF programming is an asset
 - Demonstrated ability to communicate and handle workflows with governmental and non-governmental stakeholders.
 - Excellent communication, writing and presentation skills, with the ability to work effectively with diverse stakeholders.

V. CONTRACTUAL CONDITIONS

- The duration of the contract will be for the project implementation period (up to 50 months), subject to annual performance evaluation.
- The salary will be paid monthly in accordance with the agreement to be signed with the PMU.
- The position may require travel to the project sites in the Mekong Delta region as required. Travel expenses such as per diem, accommodation, etc. will be reimbursed as per appropriate procedures.

VI. REQUIRED DOCUMENTS

- CV and cover letter in Vietnamese or English;
- Copy of university diplomas and transcripts (along with English Translation);
- Copy of professional certificates along with English translation, if available.