



## JOB TITLE: Program & Admin Officer

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### ABOUT US

**Lawrence S. Ting Foundation (LSTF)** was established in 2005 as a local NGO in Vietnam. So far it has supported about one 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.lawrencecingfoundation.org](http://www.lawrencecingfoundation.org)

Now, we are looking for an experienced Program and Admin Officer to support our social support (charity type) activities, HR and admin 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:** 2-3

#### 2. JOB PURPOSE SUMMARY

Program and Admin Officer has the roles and responsibilities for managing and implementing our social/charity works such as gratitude house construction and wheelchair donations. She/he will also lead the administrative function, managing day-to-day HR and admin-related 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 and coordinate with Communications and PR colleagues to arrange donor visits or other public engagement activities.



## 2) Human Resource Management Tasks

- Manage job posts and other recruitment process for both staff and volunteers;
- Organise and carry out orientation, on-job training and employee engagement activities on a regular basis;
- Provide budgeting forecast and manage expenditures related to HR and Admin function;
- Roll out probationary and performance appraisal/evaluation exercises;
- Manage and calculate staff salary, insurance and tax related issues and payment arrangements;
- Conduct staff management (on-board, attendances, overtime, business travels, transition) and digitalise all procedures.

## 3) Administrative and Other Tasks

- Manage organizational assets and facilities and ensure proper documentations in digital and physical formats on a regular basis;
- Prepare and consolidate organizational reports for local authority's approval;
- Be responsible for meeting arrangements, translation and interpretation;
- 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 5 years of work experience in CSR, HR or administrative or similar management functions;
- Experience in working at 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](mailto: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.