



Partnership for Avian and Human Influenza (PAHI)

Room 301, Building A8, Ministry of Agriculture and Rural Development, 10 Nguyen Cong Hoan, Ba Dinh, Ha Noi
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Position and title of post:	Secretary
Organization and Unit:	Secretariat of the Partnership for Avian and Human Pandemic Influenza (PAHI), MARD
Duty station:	Hanoi, Viet Nam
Duration:	12 work months, full time (March 2009 - February 2010) with possibility of extension

DUTIES AND RESPONSIBILITIES

The Secretary will assist the Secretariat Manager (PM) in the daily activities of the PAHI Secretariat. Under supervision of PM, the Secretary shall undertake the following tasks:

- Fulfil secretarial and reception work at the PAHI Secretariat office,
- Keep track of all the in - out documents and processing data within the Secretariat; be responsible in filing documents and maintaining office equipment;
- Assist the PM in administrative matters such as maintain leave plan, leave record and travel record of staff, key events, etc.;
- Assist the PM in procurement of office stationery and equipment and ensure proper management and timely provision of the stationery and equipment;
- Assist the PM in preparing regular reports and the ones at request of GOV and donors,
- Assist in providing logistical and administrative support for international conferences, workshops/seminars, meetings and other events that may occur within the scope of PAHI;
- Arrange appointments, meetings, mission schedules, transportation, make photocopies, receive and guide visitors, provide them with necessary logistic and administrative support;
- Contact with Government officials and donor/UN agencies on programme and administrative matters and convey messages and documents for review and approval;
- Support arrangements for domestic and international travel by government officials and PAHI Secretariat personnel as required;
- Assist in communicating Government officials and donor/UN agencies to collect plans, reports and other specific information of their activities within the framework of the Green Book;
- Regularly update the contacts of PAHI partners, Government officials and donor/UN agencies working in Avian and Human Influenza including decision making and working level;
- Translate documents and interpret in meetings, workshops, etc. as required for the activities of PAHI and the Secretariat;
- Undertake other related tasks as assigned by the Director, Vice-Director, the PM and the International Coordination Advisor.

WORKING RELATIONSHIP AND REPORTING LINES

The Secretary will work under the overall supervision of the Director and Vice-Director of the PAHI Secretariat, and will report to and work under the direct supervision of the Secretariat Manager of the PAHI Secretariat.

S/he will also work closely with the other staff of PAHI Secretariat and Focal Points for the PAHI Secretariat assigned within the International Cooperation Departments of the Ministry of Agriculture and Rural Development and the Ministry of Health, as well as with the Programme Support Office of the Government-UN Joint Programme on Avian Influenza within MARD.

QUALIFICATIONS AND EXPERIENCE

- University degree(s) in English, administration, and/or social science or relevant fields.
- Good command of English and Vietnamese languages;
- Good working knowledge of modern telecommunication systems (telephone, fax, e-mail, internet and its software);
- Good working knowledge of Microsoft Office Package: Word processing, Excel Spreadsheet, etc.
- Working experience as a secretary including a thorough understanding of secretarial work, routines and responsibilities;
- Experience working with government officials and international development agencies and programmes highly preferred;
- Ability to work effectively in terms of quality and to meet given deadlines;
- Good skill to work independently and in the team.