

VIETNAM JAPAN UNIVERSITY

TERM OF REFERENCE

TRAINING PROGRAM ADMINISTRATIVE ASSISTANT

Job title	<i>Full-time Administrative Assistant</i>
Reference No	<i>NAC-AAPP-06/2016.</i>
Application method	<i>Open to the Public</i>
Number of positions	<p>06 positions for Master Programs, including:</p> <ol style="list-style-type: none"> <i>1. Administrative Assistant for the Master of Public Policy Program</i> <i>2. Administrative Assistant for the Master of Nanotechnology Program</i> <i>3. Administrative Assistant for the Master of Area Studies Program</i> <i>4. Administrative Assistant for the Master of Infrastructure Engineering Program</i> <i>5. Administrative Assistant for the Master of Business Administration Program</i> <i>6. Administrative Assistant for the Master of Environmental Engineering Program</i> <p>01 position for the Japanese Education Program:</p> <ol style="list-style-type: none"> <i>1. Administrative Assistant for the Japanese Education Program</i>
Expected date to assume duty	<i>September, 2016</i>
Work place	<i>Vietnam Japan University, Vietnam Australia Building, My Dinh 1, Cau Dien, Nam Tu Liem, Hanoi, Vietnam.</i>

Duties and responsibilities

Supporting the Program Director, Co-Program Director, Program Coordinator and Lecturers in administrative tasks associated with the implementation of the Program:

- Logistic support.
- Program management support.
- Support and management of lectures.
- Other subjects which are directed by Program Director, Co-Program Director and Lecturers.

Supporting the Officers of the related functional departments in the implementation of the Program.

Qualifications

- **Education:** Bachelor’s degree in related fields to the Program.
- **Work experience:** Minimum 2 years previous work experiences related to office administration, project management, training program support & management or student support & services. Working experience in Japanese environment will be considered an advantage.
- **Foreign language:** Be fluent in spoken and written English (IELTS 5+). Proficiency in Japanese will be considered an advantage.
- **Preferred skills:**
 - Proficient computer skills and working knowledge of the Internet.
 - Demonstrated ability to work under pressure and make deadlines.
 - Demonstrates good judgment; approachable and professional; problem solving skills; ability to handle multiple tasks; self-motivated; well organized.
 - Strong communication skills (both written and oral) and teamwork skills.
- **Attitudes:**
 - High commitment to deadline.
 - Highly responsible toward work.
 - Responsibility, accountability and services oriented.

Salary and Benefit

Successful candidate will be offered an attractive remuneration package comprising of Basic monthly salary, Monthly meal allowances, Health care insurance, Performance-based additional pay, 13th month Tet bonus.

Application

The application must contain:

- Essay (essay topic: “*How can you contribute to Vietnam Japan University*”?) Maximum 800 words in English).
- Curriculum Vitae.
- Recommendation letter (s).

Recruitment process

- Shortlisted candidates will be interviewed by a Jury established by the Rector.
- Successful candidate will be offered a 1-year contract. The Incumbent can be offered another 2-year contract upon the satisfaction of his/her performance.

Submission (*Application deadline: 5 August 2016*)

Attn: Recruitment Section (Application for the post of Administrative Assistant for the <Name of the Master Program>), Vietnam Japan University, 6th Floor, Vietnam Australia Building, My Dinh 1, Cau Dien, Nam Tu Liem, Hanoi, Vietnam.

If you have any enquiries with regards to this recruitment exercise, please contact the Recruitment Section, Administrative Department:

Ms Nguyen Hien Giang, Email: hiengiang@vnu.edu.vn , Tel: 0987 280 556 or

Mr Ho Anh Duc, Email: anhduc.ho@vnu.edu.vn, Tel: 0966 232 426

About VJU

Vietnam Japan University (VJU) is a member of Vietnam National University, Hanoi that has won the supports of senior leaders of both Vietnamese and Japanese Governments. It is developed following the model of an excellent university that is based on the foundation of basic science and high technology, and closely linked with leading universities in Japan such as: The University of Tokyo, Osaka University, Waseda University, Yokohama National University, Tsukuba University, Ritsumeikan University, Ibaraki University, etc.

VJU will offer bachelor's, and master's degrees, as well as PhDs for about 6,000 students in total by 2025. VJU aims to become a new model of public university that is highly internationalized and ranking at the top Asian levels.

We are committed to creating a stimulating and supportive learning and working environment based on mutual respect and trust to assist staffs and students to reach their full potential.