ADMINISTRATOR RECRUITMENT ANNOUNCEMENT

The Vietnam–Korea Institute of Science and Technology (VKIST) was established in 2017 through a joint ODA project between Vietnam and Korea. As a public S&T organization under the Ministry of Science and Technology (MOST), VKIST will help carry out the government`s mission of boosting national industrialization.

To that end, VKIST is currently recruiting competent administrative staff to actively assist us in achieving our mission.

You will be asked to take a leading role in, and make a professional contributions to, creating a paradigm shift in regard to Vietnam`s S&T administrative system.

If you are passionate about this kind of work, we hope you will consider seeking an employment opportunity with us.

1. **POSITIONS & JOB DESCRIPTION/REQUIREMENTS**

| **No.** | **Position**(Full time) | **Job Description and Requirements** |
| --- | --- | --- |
| **1** | Research Management | **<Description>**Project management:- Planning research and making contracts- Budgeting, implementing and managing projects- Follow-ups, outcome analysis; prototype/pilot management**<Requirements>**- Familiar with Vietnamese laws and regulations on S&T projects;- At least **3 years of work experience** in managing S&T projects. |
| **2** | Human ResourceSpecialist | **<Description>**- Establishing HR policies, guidelines, and procedures, as well as the implementation thereof- Organizing training programs- Supporting ad hoc HR committees- Coordinating all levels/stages of recruitment and on boarding- Assisting in overall human resource and administrative duties**<Requirements>**- Familiar with Vietnamese laws and regulations on human resource management at public institutions- At least **5 years of work experience** in managing human resources at a public organization. |
| **3** | Procurement Specialist | **<Description>**- Scheduling, purchasing equipment and office furniture;- Communicating and collaborating with the related agencies to resolve accounts payable issues;- Closely working with and supporting researchers and staff when required.**<Requirements>**- Familiar with the Vietnamese regulations and procedures regarding procurement at a public institute;- At least **5 years of work experience** in procurement;- **Procurement certification is mandatory**. |
| **4** | Construction Specialist | **<Description>**- Supervising the master-plan for construction, including designing, engineering, scheduling, budgeting, and resolving technical issues;- Quality assurance, inspections, and the coordination of internal and external technical support staff and contractors;- Monitoring and maintaining building facilities.**<Requirements>**- A civil construction background with more than **5 years of work experience** in construction;- At minimum, a **Supervision Certificate (type 2), as required by Vietnamese construction laws.** |

1. **REQUIREMENTS**
* Must be of Vietnamese nationality (including Vietnamese citizens residing abroad) and meet all government employee health standards.
* VKIST is a bilingual organization, so excellent English communication skills (written and oral) are essential.
* Must possess a bachelor’s degree or higher.
* Outstanding administrative and organization skills are required.
* A strong sense of personal responsibility and accountability is essential.
* Must be proficient in Microsoft Professional Office.
* Must be able to work efficiently and effectively in a fast-paced, deadline-driven, high-pressure environment.
* Must be able to accomplish administrative tasks and work independently.
* A positive attitude and excellent interpersonal skills are a plus.
1. **BENEFITS**
* A competitive salary package based on experience
* A professional environment ideal for personal growth and career development
* Exciting and challenging work opportunities
1. **WORK LOCATION**
* Hoa Lac Hi-tech Park, km 29 Thang Long Boulevard, Ha Noi
1. **APPLICATION& EVALUATION**
* Application form can be downloaded here, and submit all documents with proofs to vienvkist@most.gov.vn. The evaluation procedure is as follows:

- Review of application documents

- Interview: - 1st round: applicant’s suitability

- 2nd round: final interview with the VKIST president

* Final notification & contract agreement
1. **OTHER**
* The selection process will begin shortly after the application is submitted.
* Applicants will be individually notified of the result.
* The job announcement will close as soon as the position is filled.
1. **STARTING DAY OF WORK**
* December 1, 2018 (Can be adjusted upon discussion)
1. **CONTACT INFORMATION**

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| **Vietnam – Korea Institute of Science and Technology**Room 304, 113 Tran Duy Hung, Ha Noi(Attn: Mr. Nguyen Duc Manh – Administration Division)E-mail: ducmanh2835@gmail.com Tel: 0906301993 – 0243.5560695 |

**Application Form for Administrative Staff**

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| --- | --- | --- | --- |
| **P****E****R****S****O****N****A****L****D****E****T****A****I****L****S** | **Full Name** | (in Vietnamese) | (Photo) |
| (in English) Last / First / Middle |
|  |
| **Current Address** |  | **Home Phone** |  |
| **Email** |  | **Mobile Phone** |  |
| **Current Employer** |  | **Position**  |  |
| **Current Employer’s Address** |  | **Business Phone** |  |
| **Date of Birth** | . . . (MM.DD.YY) |
| **E****D****U****C****A****T****I****O****N****A****L****B****A****C****K****G****R****O****U****N****D** | **University (Degree)** | **Period of Attendance** | **Major** | **GPA/****Perfect Score** | **Date of Graduation****(MM.DD.YY)** |
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| **License** | **Title** | **Date of Issue** | **Issued by** | **Scholarship** **&Awards** | **Title** | **Details** |
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| **W****O****R****K****E****X****P****E****R****I****E****N****C****E** | ※ Occupational Background: Please use your most recent job experience |
| **Name of** **Workplace** |  | **Job Category** |  |
| **Workplace Address** |  |
| **Period of Employment** | From To |
| **Duties** |  |
|  |
|  |
| **Final** **Position** |  |
| **Reason for Leaving** |  |
|  |
| May VKIST contact your current employer? Yes ( ) No ( ) |
|  |
| **I hereby certify that the above information is true and correct to the best of my knowledge.****I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date.**On the Date of , 2018Applicant Signature |