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** |
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| **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 Resource  Specialist | **<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](mailto: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](mailto: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** | |  | | | | | | | | | | | | | |
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| **Final**  **Position** | |  | | | | | | | | | | | | | |
| **Reason for Leaving** | |  | | | | | | | | | | | | | |
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| May VKIST contact your current employer? Yes ( ) No ( ) | | | | | | | | | | | | | | | |
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| **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 , 2018  Applicant Signature | | | | | | | | | | | | | | | | |