**Regional Office Assistant, Mekong Program**

**Tracking Code**

7167

**Job Description**

PATH is an international organization that drives transformative innovation to save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health.

PATH’s office in Hanoi serves as the hub for PATH’s activities in the Mekong region. PATH works in the areas of maternal and child health, HIV, nutrition, vaccines and immunization, emerging and epidemic diseases, and health technologies. To achieve impact, PATH works across the public and private sectors and focuses on sustainable, system-level changes.

The **Regional Office Assistant** will provide a full range of administrative support services to the Mekong Regional Program Director, including scheduling, travel and event arrangements, internal staff relations, external liaison, and correspondence. S/he will also provide support to the Senior Management Team with respect to group meetings and other assignments and the Asia Regional Human Resources Business Partner to support HR-related activities.

**Duties and responsibilities include:**

***Mekong Regional Program Director Support (50%)***

 Serve as the primary point of administrative contact and liaison for the Director.

* Support the Director in managing and fulfilling her role as PATH Mekong Regional Program Director representative to local and international organizations.
* Manage the Director's calendar, working with internal and external contacts to prioritize and schedule meetings and teleconferences; compile and organize relevant background materials for meetings; and monitor action items assigned and other follow-up activities.
* Assist Director with planning for travel, and preparing travel advances and expense reports.
* Provide assistance to the Director toward ensuring positive staff relations, facilitate communication and participation, and in understanding and interpretation of PATH policies and procedures, as appropriate.
* Support business development activities such as assembling donor landscape reviews, scheduling meetings, arranging for proofreading/translation, coordinating proposal processes.
* Assist in the coordination and development of large documents including proposals, reports, tables, basic graphics, and PowerPoint presentations.
* Provide appropriate administrative support on sensitive and confidential issues and help manage the flow of activity on actions originating from the Director.
* Manage designated tasks for projects and events as assigned.

***Senior Management Team Support (25%)***

* Serve as lead organizer to coordinate regular Senior Management Team meetings, manage scheduling, take notes, and create action items/follow-up lists.
* Support conferences and meetings at the request of the Director, including issuing invitations, arrangements for guests, venue selection, meeting rooms, AV, and conference call set-up.
* Assist in organizing special projects such as PATH Journeys, VIP visits, and special recognition events.
* In collaboration with Mekong Program Advisor, submit selected “intents” within Salesforce for new business opportunities not falling squarely under a particular technical team.

***Asia Regional Human Resources Business Partner (HRBP) Support (25%)***

* Act as primary contact with various advertising vendors, negotiate discounted rates for high-volume advertisements and resume databases, post jobs, pay invoices, and reclassify expenses.
* Schedule interviews, including videoconferencing, and communicate effectively with interview team and candidates to ensure a professional interview experience.
* Track and coordinate progress of requisitions, recruitments and orientation.
* Communicate with and send reports to Dipserco as needed.
* Update employment agreement master tracking file.
* Assist in getting quotations for and negotiating rates for health check-ups and flu vaccinations.
* Support HRBP in coordinating annual Performance, Planning, and Communication (PPC) Review.
* Other tasks when assigned.

**Required Skills**

* Proficiency in application of Microsoft Office Suite including Outlook and PowerPoint.
* Proven success in drafting and editing documents; proofreading abilities a plus.
* Excellent English writing and speaking skills; fluency in Vietnamese.
* Strong interpersonal skills, well-organized, and keen attention to detail.
* Proven success in working in a team environment with minimal supervision.
* Proven effectiveness in prioritizing competing demands, maintaining confidentiality, and in adapting easily and quickly to changing priorities.

**Required Experience**

Bachelor’s degree, plus a minimum of seven years of directly-related experience in a complex global working environment.

**Job Location**

Hanoi, Vietnam

**Company Location**

Vietnam, Hanoi

**Position Type**

Full-Time/Regular

**Apply**

www.path.org