

SEAOHUN Foundation Administrative Officer — **Scope of Work**

Background and Overall Description

Established in 2011, the South East Asia One Health University Network (SEAOHUN) is a consortium of 10 universities and 14 faculties in Indonesia, Malaysia, Thailand, and Vietnam that are collaborating to build One Health capacity and academic partnerships with government, national, and regional stakeholders in the South East Asia region. SEAOHUN member faculty and staff receive support from USAID through a project managed by the University of Minnesota (UMN) and Tufts University to enhance the student experience – learning One Health approaches to prevent and address outbreaks of zoonotic and emerging infectious diseases. A key function of SEAOHUN is to encourage and facilitate collaborative activities and projects among network members, with an emphasis on trans-disciplinary and trans-boundary partnerships. Programming includes but is not limited to support for student and staff exchanges, curriculum development, strengthening and developing teaching methodologies, and support for research capacity building and innovative projects that provide an evidence-base for One Health advocacy with government and other collaborating partner agencies.

Purpose:

The Administrative Officer assists the Operations Manager and provides support in all aspects of administration, logistics, procurement, and human resources. S/he will be responsible for the everyday administrative management at the SEAOHUN regional office, which includes providing supervision support to the SEAOHUN administration team, occasionally assisting in monitoring the budgets and pipeline of the regional office, supervising procurement and purchases, and supervising the capacity building of staff to ensure compliance with University of Minnesota and USAID rules and regulations. The Administrative Officer is expected to work closely with the UMN project personnel including UMN regional advisors.

The position requires a hands-on analytical, detail-oriented, self-motivated professional who is able to effectively support SEAOHUN administration and operations. The Administrative Officer is expected to identify and develop strategies to optimize the administration process to make it as efficient and effective as possible in order to support SEAOHUN team's evolving needs, particularly recognizing the increasing volume and complexity of the project.

Objectives and Duties:

Essential Job Functions: Responsibilities may include, but are not limited to, the following:

1. Operations Management

- Manage the administration function of the SEAOHUN Secretariat, under the supervision of the Program Manager.
- Establishe administrative systems, standard operating procedures and provide guidance on implementation for smooth office operations.
- Ensures compliance with UMN and USAID regulations for project procurement and ongoing activities.
- Oversee local and international travel, procurement, shipments, and safe custody of assets.
- Review and advise on administrative matters including leases, statutory requirements and contracts with third parties.
- Plan, organize, direct and supervise work activities in a manner that provides prompt and efficient services to internal and external customers.
- Initiate vendor development and identification programs for various services with the objective of maintaining sustainable and mutually beneficial relationships with vendors.
- Undertake contract negotiations and finalization with selected vendors/contractors, as appropriate.
- Responsible for complete arrangements for events, conferences, seminars and other functions organized from time to time;
- Assist in human resource management such as recruitment, induction, and performance management. Prepare interview packets and serves on interview panel when requested;
- Assists the Program Manager and UMN/Tufts personnelas requested.

2. Additional Responsibilities

- Train new staff on SEAOHUN, UMN, and USAID rules and regulations.
- Maintain and update operations manuals/handbooks, as necessary.
- Assume additional responsibilities of a financial/administrative nature as requested.
- Performs other duties as assigned by supervisor and UMN regional advisor.
- Ensure that all reporting requirements for SEAOHUN, the University of Minnesota, and USAID are met while implementing proper operating and reporting procedures and maintaining quality.
- Prepare reports following the format required by the donor (USAID) and implementing partners (UMN/Tufts) and submit the report to the Program Manager for approval.
- Coordinate SEAOHUN activities with country-level One Health network counterparts and with UMN regional advisors.

Minimum knowledge, skills and abilities required:

- MBA/MA/MS with 5-7 years of progressive work experience; or BA/BS with 7-9 years working experience in managing an administrative function, with adequate exposure to project accounting, financial management including budgeting, and contracts.
- Working knowledge of USAID rules and regulation on procurement preferred. Experience working with an international organization or INGO will be an added advantage.
- Experience with financial and administrative management training and capacity building preferred.
- Excellent contract negotiation skills and experience; strong management and organizational skills.
- Strong negotiation with diplomatic skills, including multi-cultural sensitivity and awareness.
- Ability to work independently with initiative to manage high volume of work flow.
- Ability to handle multiple projects and work well under pressure, including working with interruptions and deadlines; ability to prioritize work, meet deadlines and produce quality results on schedule with attention to detail.
- A proven ability to be highly organized and self-managing, including a demonstrated capacity to establish work priorities and accept responsibility.
- Excellent relationship management skills and strong interpersonal skills, with the ability to liaise, consult and negotiate with staff at all levels, and with external agencies, service providers and clients.
- Flexible, willing to perform assigned and additional duties and work irregular hours under unpredictable conditions.
- A high level of computer competency, including the ability to use databases.
- Business proficiency in written and spoken English.
- English language fluency required. Thai language fluency preferred.

Base of Operations:

• Chiang Mai, Thailand.

Reporting:

• Reports directly to the Program Manager

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Interested candidates are invited to send your application letter with 'SEAOHUN Administrative Officer' in the subject line stating how you meet the qualifications and skills, and a detailed CV in PDF format, via email to:

Dr. Stan Fenwick

stanley.fenwick@tufts.edu

Closing Date - Friday February 27th, 2015

We respect all applications but will only respond to the short-listed candidates to arrange interviews