 ANNOUNCEMENT OF ADMINISTRATIVE STAFF

*March 2nd, 2020*

VKIST is now announcing the recruitment of administrative staffs, we are looking for experienced and administrative staffs who possess the skill and high spirit to build VKIST. They will play an important role making new paradigm of VKIST with global practice.

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| The Vietnam–Korea Institute of Science and Technology (VKIST) have been 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 lead and carry out the government’s mission of boosting national industrialization. |

**1. POSITIONS & JOB DESCRIPTION**

| **Position (Full time)** | **Job Description** |
| --- | --- |
| Human Resource  Management | • Recruiting, hiring and employee wages  • Capacity building, evaluations, rewards and related works |
| R&D Management | • Planning R&D programs and projects  • Contract and budgeting for R&D projects  • Budgeting for research projects  • Progress evaluation and administrative support |
| MIS | • Development and operation of Management Information System (MIS)  • Manage hardware (H/W) and software (S/W)  • Webmaster |
| Strategic Planning | • Planning and budgeting of institutional operation  • Liaise with the Ministry of Science and Technology, National Assembly, etc.  • Operation of Institute Council |
| External  Cooperation | • Public relations  • Industrial network and International outreach  • Administration, interpretation, translation, and supporting VKIST president |
| General Affairs | • Liaison responsibilities and registrations  • Documents archive  • Employee welfare and benefits  • Support and assisting Korean experts |

**2. GENERAL REQUIREMENTS**

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| **Classification** | **Requirements** |
| 2.1. Administrative Staffs | • Vietnamese (who live in Vietnam or abroad)  • Recruitment registration conditions (Decree No.58/2010 Article. 22)  • No limitation for the oversea travel  • Bachelor’s degree or higher in relevant field  • Prefer 1-2 years of experience in the application field  (Understand Vietnamese laws and regulations)  • TOEIC 500 points or higher **(550 or higher for External Affairs position)**  \* Equivalent score of IELTS/TOEFL is acceptable |
| 2.2. MIS | • Major: computer engineering, information and communication  engineering, information engineering  • Prefer 1-2 years of experience in the application field |

**3. BENEFITS**

* A competitive salary package with new fringe benefits
* A professional environment ideal for personal growth and career development

**4. LIST OF SUBMISSION DOCUMENTS**

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| No. | Documents | Remarks |
| 1 | Certificate of a degree |  |
| 2 | Resume/CV | For reference |
| 3 | Proof of awards or scholarship | If available |
| 4 | Certificate of English test | If available |
| *\* One (01) copy of each document is required* | | |

**5. APPLICATION & DEADLINE**

* Time for submission: **From 02 – 25, March, 2020**
* Application form can be downloaded[here](https://vkist.gov.vn/userfile/files/10March2019-FINAL--Application-Form-20190810160858829.docx), and submit to email:

[vkisttuyendung1@gmail.com with](mailto:vkisttuyendung1@gmail.com%20with) aforementioned documents

***\* VKIST Application form must be used, resume/CV is for additional information***

**6. WORK LOCATION**

* 5th Floor, Hi-tech Incubation Center, Hoa Lac High Tech Park, Ha Noi

**7. CONTACT INFORMATION**

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| **Vietnam – Korea Institute of Science and Technology (VKIST)**  Address: 5th Floor, Hi-tech Incubation Center, Thang Long Boulevard, Ha Noi  1/ Ms. Nguyen Thi Huyen – Administration Division  E-mail: [vkisttuyendung1@gmail.com](mailto:vkisttuyendung1@gmail.com); Tel: 0989 082269  2/ Ms. Sam Tran – Secretariat in Vietnam; Tel: 0965 588835 |