



Office of Human Resources Management - Room O2.709A
Address: Quarter 6, Linh Trung Ward, Thu Duc City, Ho Chi Minh City
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Job Title 2: Staff - IU Council

International University Council (IU Council) is seeking qualified candidates to take the following responsibilities:

- Perform work related to Communist Party Committee of International University
- Carrying out the administrative tasks for IU Council including:
- Be responsible for clerical work, submission and archiving documents of IU Council
- Prepare, organize, announce and record minutes of IU Council meetings and related Resolutions and Decisions
- Make reports as well as draft documents at Chairman's request
- Review the order of procedures, format of documents, appraise the content before submitting to IU Council.
- Arrange and register the working schedule of IU Council according to the weekly, monthly, quarterly and annual plan
- Assist the Chairman in planning and implementing development strategies
- Monitor, urge and coordinate with relevant units in the implementation of directions, agenda and work plans of IU Council.
- Be contact person to provide, explain the procedural requirements of legal, charter and regulatory documents of IU Council for internal units
- Be contact person to introduce new members to other IU Council members and provide relevant information for new members to access work.
- Support activities in maintaining relationship with other agencies and organizations outside the university.
- Prepare the logistics for the business trip of IU Council
- Undertake other tasks assigned by IU Council

Qualifications: Full-time bachelor degree in Social Science or related fields

Skills

- English: at least IELTS 6.0 or equivalent
- Computer: Certificate B or higher
- Other: