

Member of the Secretariat – VinFuture Foundation

Job Locations: Hanoi, Vietnam

Position: Member of the Secretariat (Supporter)

Organization: VinFuture Foundation

Work Address: Vinhomes Ocean Park, Da Ton, Gia Lam, Hanoi

Work Hours: 8:30 AM – 5:30 PM, Monday to Friday. Off every alternative Saturday.

Salary : Competitive and commensurate with experience

Requirements : Interested candidates should submit their application form, including CV, motivation letter, and English certificate or equivalent via office@vinfutureprize.org by April 15th, 2024

GENERAL INFORMATION:

VinFuture Prize is a prestigious global science and technology prize that aims to recognize and encourage exceptional individuals and organizations who have made significant contributions to the advancement of human progress.

As part of our mission, we are currently seeking a talented and passionate candidate who is dedicated to advancing science and technology for the betterment of humanity to join our team as a member of the Secretariat of the VinFuture Foundation.

If you are someone who is enthusiastic about discovering information on the world's leading advanced science and technology, possess excellent office & communication skills, and are committed to making a positive impact on society, we encourage you to apply.

As a member of the Secretariat, you will play an integral role in supporting the Pre-Screening Committee and Prize Council, expanding the network of professionals and experts, and maintaining relationships with key stakeholders.

We offer a competitive salary and a friendly, open working environment. If you meet our requirements and share our vision of science for humanity, we would be thrilled to have you on board.

JOB DESCRIPTIONS :

- Supporting the Secretariat in planning and implementing key activities, working with the Nominators, Pre-Screening Committee, Prize Council, and Laureates, and evaluating projects submitted to the Foundation.
- Performing desk research on the Foundation's planned initiatives.
- Expanding the expert network of the Foundation.
- Providing information for Marketing and Operation teams to support the implementation of key activities.
- Carrying out other tasks as required by the management.

JOB DETAILS :

1. Participate in screening and classifying projects according to selected criteria
2. General market survey: from which to find the needs of the market and find out urgent unresolved issues in Vietnam

3. Participating in other general works of the Foundation includes, but is not limited to:
 - Implement activities calling for nominations: exchange, connect experts, guide nominators
 - Build and maintain professional relationships with nominators, institutes, universities, organizations, science and technology enterprises as well as inventors and innovators around the world

JOB REQUIREMENTS:

- Ability to do research, survey, evaluate and find out the actual problems and needs
- Possess a Master's degree and have a background in science and technology
- Excellent office skills, data storage, and office administration
- Ensure accurate data and be proactive in work
- Ability to organize, classify scientific work, and synthesize reports well
- English: IELTS \geq 7.0 or equivalent proof of proficiency in listening, speaking, reading, and writing; Office skills : Good
- Priority for candidates who are:
 - Passionate about discovering information on the world's leading advanced science and technology
 - Willing to work overtime or travel for business when required
 - Having a long-term commitment to work for the Foundation