

OFFICE MANAGER

Taiwan Office

Type	Full-time, 40 hours per week
Location	Taipei (National Chengchi University campus)
Salary	45,000 NTD per month and insurances as required by the Taiwanese law
Supervisor	Co-Directors
Deadline for application	April 30, 2022
Start date	May 9, 2022
Application	<ul style="list-style-type: none">• Résumé (in both English and Mandarin), including at least 02 references• Personal statement (in both English and Mandarin)• Scanned copies of degrees and professional certificates (if any) All documents should be in the PDF format.
How to apply?	Please submit your application to recruit@liv.ngo . Email title: [Taipei Office Manager] - Name

Legal Initiatives for Vietnam is a nonprofit, nonpartisan organization registered as a 501(c)(3) legal entity in California, United States in January 2017. We opened the representative office in Taiwan in November 2021 and the office is located inside the National Chengchi University campus in Wenshan, Taipei.

We are seeking an office manager with a passion for civil society and a love for democracy to assist us establishing our foundation in Taiwan as a long-term base, and for our mission of building a democratic society in Vietnam as well

as contributing to the human rights movement in the region through independent journalism, research, and education.

ABOUT THE JOB

- Manage several media, training and research projects, including writing proposals and reports, as well as monitoring projects' implementation.
- Handle communications with Taiwanese and international partners.
- Handle legal requirements by the Taiwanese government, including outsourcing tasks to local partners.
- Manage public relationships with Taiwanese and international audiences using social profiles, websites, newsletters, etc. The task involves writing statements, press releases, news updates, and publishing them on relevant channels.
- Organize meetings and events with local and international partners.
- Recruit staff and interns for the Taiwan office.
- Handle the office's filing system and financial records as well as other administrative tasks.

QUALIFICATIONS

Minimum qualifications:

- Bachelor's degree or equivalent practical experience.
- 2 years of experience in management or executive assistance.
- Good command of English and Chinese.
- Good communication skills. You are the office's face in both internal and external communications.

Preferred qualifications:

- Obtain a degree and/or professional certificates in management, journalism, communications, law, political science, and international relations.
- Knowledge of human rights and politics in Vietnam and Taiwan.
- Experience in the nonprofit sector and/or the media industry.

BENEFITS

- Medical and labor insurances as well as other benefits required by the Taiwanese law.
- Training and travelling opportunities in Taiwan and overseas.

WHAT IS IT LIKE WORKING AT LIV?

- Every employer claims to have a meaningful mission. We are no exception. We want to make democratic changes in Vietnam and contribute to the human rights movement in East and Southeast Asia through independent journalism, research, and civic education. If that is appealing to you, we can't wait to see you!
- We collaborate with staff members and partners around the world: Vietnam, Taiwan, United States, Canada, Europe, Thailand, Australia, and counting. That means both international traveling and working out of normal office hours.
- We value cooperative attitude, constructive criticism, and innovative spirit. You are working with a bunch of movers and shakers here.
- We offer a significant degree of autonomy and flexibility. We don't count the hours you spend at the office. You design and manage your work in a way that fits the office's best interests and your personal preferences.