

Function

- To construct, monitor the implementation of the library's financial plan; consult the library leaders about human resources management; ensure expenditures, assets management, supply of materials and facilities for all library's activities.

Tasks

- To build the organizational structure of the library adapt with library's development in each period according to its title and professional standards assigned.

- To set up short-term and long-term plan for the library; synthesize library activities monthly, quarterly and annually; strengthen the collaboration among Divisions, units in the library and ensure overall library activities.

- To ensure the effective operation of the general library activities

- To implement plan on employee recruitment followed the approval library's workforce. Based on the demands of the library to propose plan on arrangement, transfer, appointment, training and strengthening capacity of the staff adapt to development al requirements of the library.

- To support the library's director on employee management under hierarchy works assigned by the Ministry of Culture, Sports and Tourism of Vietnam and implement policies for employees under assignment of the State.

- To compile and propose leaders of the Ministry of Culture, Sports and Tourism regulations' materials for approval.

- To ensure all kind of expenditures including salary, social security, medical insurance, professional activity expenditures, library building maintenance, facilities and life caring for employees.

- Print out and make copies of materials according to the library's request

- To learn from experience, compile and professional guidance on the works assigned.

- Human resources management, preservation and ensure facilities, mechanical system to meet the operational requirements of the library.

- To perform other tasks assigned by the director or authorized person