

**CARE INTERNATIONAL IN VIETNAM**

**HUMAN RESOURCE MANAGER**

CARE International in Vietnam is a Non-Government Organization representing the CARE International network in Vietnam since 1989. CARE in Vietnam’s Program Strategy is explicitly oriented around achieving impacts for particularly vulnerable and marginalised groups in Vietnam. To achieve this, we work with Vietnamese partners across sectors such as health services, rural livelihood development, disaster risk reduction and climate change adaptation. We recognise that women’s empowerment is a critical pathway for poverty reduction and place women and girls from marginalised population groups at the heart of our programming efforts.

CARE in Vietnam is looking for an experienced and qualified Vietnamese to fill in **Human Resource Manager**.

**Position information:**

Position title: Human Resource Manager (HRM)

Reporting to: Country Director (CD)

Contract: Two years contract with potential for extension

Base in: Hanoi with travel to project sites as required

**Position Summary**

The Human Resource Manager (HRM) is responsible for adequate management of human resources in line with requirements, processes and practices of CARE in Vietnam supported by the Country Director in Vietnam.

**Reporting Relationships**

The HRM supervises one HR Officer.

**National Staff**

* Take the lead in the recruitment of new staff in the North including: identifying needs, short listing candidates, participating in interviews, making recommendations, checking references, negotiating contracts with successful candidates.
* Co-ordinate orientation program for new staff in Hanoi Office, including induction on CARE’s national staff HR policy, HR procedures and employment conditions. Follow up and ensure that the orientation program is completed satisfactorily.
* Participate as an active member of the Senior Management Team.
* Registration procedures for National staff in the North (Dipserco). Deal with issue related to Government insurance in the North
* Preparation correspondence related to staffing issues.
* Provision of monthly updates on contracts that will expire to the supervisors and senior management
* Develop and update templates for HR related activities such as Job description, staff clearance form, leave form etc.
* Co-ordination of annual appraisal system and probation appraisal system
* Maintenance and update of the CARE in Vietnam Staff Policy to ensure CARE adheres to the Labour Code of Vietnam and bring any possible problems to the attention of the CD.
* Ensure the National Staff Policy is adhered to by staff and implemented fairly.
* Solving problem raised by the line manager/staff and bring any possible staffing problems to the attention of the CD.
* Give recommendation of solving problem related to staffing issue or staff benefit to the CD to make final decision
* Conduct survey on staff satisfaction or reason of staff leaving when the situation is required
* Develop staff development and training plan for staff reflecting the changing organizational needed
* Maintain and update personnel records including leave record, contracts, CVs, emergency contact details and training
* Administer staff deployment plan in the emergency response, emergency evacuation, Personal Accident Insurance and Hospitalization Insurance for staff
* Liaise/represent CARE with other INGOs in relation to human resource activities
* Participate in CARE’s regional HR forum as required.
* Ensure psycho social support is provided to staff in case of work in difficult environment such as emergencies.
* Review monthly salary, final payment, 13th months salary, etc which is prepared by finance and ensure staff is being paid in time on a monthly basis

**International Staff and volunteer**

* Coordinate with Program Coordinator to develop TOR for international volunteer (VIDA, AYAD, etc), take part in interview international volunteer, contact with organization representative for VIDA, AYAD in Vietnam and volunteer to inform result of interview and arrange for volunteer to Vietnam
* Induction/Orientation Scheduling
* Assist with preparation of advertisements for international staff in local media

**Selection Criteria**

* Relevant background study or equivalent in number of years experience as HR Manager
* At least three years experience in similar position
* Excellent analytical skills
* Strong knowledge of Government regulations, laws (labor law, insurance, income tax)
* Leadership and people management skills
* Analytical thinking and flexibility
* Strong communication and interpersonal skills
* Experienced in solving problems related to HR
* Good communication and negotiation skills
* Tactful
* Fluent in speaking and writing English

**Child Protection:**   
CARE International in Vietnam is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE International in Vietnam reserves the right to screen candidates to ensure a child-safe environment. Further information can be found in the CARE Vietnam child protection policy.

Interested candidates should send a full CV in English and stating the position title to email: [**hr@care.org.vn**](mailto:hr@care.org.vn)**.** **Closing date to apply for this position: 16 January 2013.**

The short-listed applicants will be contacted for interviews. Please no telephone contact after submitting the application.