

JOB VACANCY

World Vision International – Vietnam (WVV) invites Vietnamese competent candidates for the following position **PEOPLE AND CULTURE OFFICER** (in charge of South region – Ho Chi Minh City, Binh Thuan and Quang Ngai provinces), based in Ho Chi Minh City.

World Vision is a Christian relief and development organisation working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. WVV has a total income of more than USD20,000,000 in FY13 with funding from 16 support countries in Europe, Asia, the Americas and Australia. WVV employs about 450 staff, of which 99.5% are Vietnamese nationals.

In FY14, WV Vietnam has 48 Area Development Programs (ADP). ADP is a 10-15 year community development program that is an integrated approach to community development, emphasizing the process of community participation, ownership and sustainability, while addressing the macro and micro causes of poverty. WVV's ADPs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. A uniqueness of WVV's ADP approach and structure is that team members are based at district level where the ADP is located, which enables them to work closely with government partners and communities on a daily basis.

There are 7 members in the People and Culture (P&C) Department, including P&C Director, P&C Manager, 4 P&C Officers and Staff Care Officer. P&C Manager and 4 P&C Officers are in charge of all P&C functions in their assigned region.

Purpose of the position:

To support WVV in maintaining high standards in P&C (Human Resource) management and development.

To be responsible for undertaking P&C functions such as recruitment, compensation and benefits, performance management, staff capacity building and employee relations and staff care engagement in the assigned region, under the supervision and coaching of the P&C Director.

Knowledge, Skills and Attitude Required:

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:

- A bachelor degree in a related field, preferably in Human Resource Management
- Good knowledge on human resource management, HR functions and organizational culture
- Demonstrated skills and experiences in HRM
- Good written and spoken communications skills in English and Vietnamese.
- Well-organized work style including sound process management skills.
- Demonstrated judgment and discernment skills, maturity and the ability to maintain strict confidentiality of staff and organizational records.
- Good training and presentation skills

- Good interpersonal skills.
- Cross-cultural sensitivity.
- Be committed to working with and learning from poor and marginalized people, especially children.
- Willing to support the philosophy, purpose and values of WV in its work with the poor in Vietnam.

World Vision Vietnam is a Christian non-government organization. Applicants having working experience in a similar kind of organization will be an advantage.

Application documents include: + **Detailed Curriculum Vitae**
+ **Application Form** (following WVV's standard Application Form)

For WVV Application Form and the detailed job description for these positions, interested candidates are invited to visit World Vision Vietnam's website: www.wvi.org/vietnam, or contact:

Ms. Phan Thị Uyên Thu – People and Culture Manager
World Vision International – Vietnam
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Binh Chanh District, Ho Chi Minh City
Tel.: +848 54318356 – Ext. number : 109: Email: job_application_south@wvi.org
Deadline for application: 20 Oct 2014

We give equal opportunity to every candidate, regardless of religion, race and gender.

A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.

World Vision is a Christian humanitarian organization which works to improve the quality of life of people, especially children, who are marginalized and living in poverty regardless of religion, race and gender.