



JOB ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. NPA's Vietnam Programme is primarily based on Mine Action and runs 03 projects in Hue and Quang Tri and some at national level. NPA Vietnam is seeking for a qualified, enthusiastic, experienced Vietnamese national candidate for the position of **Admin-HR Officer**. The post holder will be based in Legacies of War Coordination Center (LWCC) project office in QUANG TRI.

Responsibilities

ADMINISTRATION

- Be receptionist for Project LWCC project office; handle all incoming/outgoing telephone calls, faxes, letters, postal packages...etc.
- Be responsible for all aspects of general office coordination
- Maintain office calendar to coordinate flow of work and meetings
- Ensure proper office supplies and housekeeping service for LWCC project office
- Book and coordinate travel arrangement for LWCC staff and NPA expats, visitors (including but not limit to visas, air-tickets, accommodation and other arrangements)
- Facilitate organizing meetings, trainings and events
- Translate documents and interpret for workshops, trainings as required

HUMAN RESOURCES:

- Prepare and follow-up procedures and paperwork for recruitment, contracting and leaving staff
- Register for the changes in staff to Quang Tri DoFA and respective authorities
- Responsible for administering the personal filing system and updating personnel management system monthly, both hard copies and soft copies on Sharepoint.
- Calculate and prepare monthly payroll to staff and SHUI & PIT payments to respective authorities
- Contact social, health offices and labour authorities on providing social insurance book and health care card for employees as per law.
- Prepare paperwork to submit Social Insurance monthly in a timely manner as per mandatory requirement.
- Oversee of social and health insurance, accident-health insurance and other insurance benefits for employees monthly and upon case-by-case basis.
- Take care of yearly staff health check and Accident-Health Insurance
- Complete the final compensation, and other paperwork for leaving employees.

Required qualifications

- Bachelor of English, or Social Studies with fluent English Speaking/writing skills (equivalent to IELTS 6.0)
- At least 02 year experience with Admin-HR and interpretation, especially with an INGO is preferred.



- Sound HR, local Law and Tax knowledge.
- Possess good analytical and Interpersonal Skills.
- Good time management and organizational skills.
- Able to handle confidential information appropriately.
- Able to work under stress to meet tight deadlines and handling multiple tasks.
- Self-motivated, independent and proactive

Interested candidates are requested to submit a CV and a cover letter to NPA Vietnam via e-mail address to recruitment.vn@npaid.org. The closing date for applications is **November 3rd 2015** with a start date as soon as possible. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.