

HR Assistant

SNV Vietnam is looking for an HR Assistant (base in Hanoi with travelling to project sites if required)

SNV (www.snvworld.org) is a not-for-profit international development organization. Founded in the Netherlands 50 years ago, we have built a long-term, local presence in 38 of the poorest countries in Asia, Africa and Latin America. Our global team of local and international advisors work with local partners to equip communities, businesses and organizations with the tools, knowledge and connections they need to increase their incomes and gain access to basic services – empowering them to break the cycle of poverty and guide their own development.

SNV has been working in Vietnam since 1995. Using market based approaches, SNV is committed to reducing poverty by catalysing environmentally sustainable solutions for the poor in agriculture, energy, water & sanitation, and REDD+.

HR activities within the SNV country are various in different areas: Organizational Design, HR Planning, Recruitment & Selection, HR Development, Compensation & Benefits and Safety and Employee Wellbeing, etc. We are seeking highly qualified candidate for the position of Human Resources Assistant to support HR department and perform administrative activities including providing support for HR Officer.

Main responsibilities:

- Human Resources part (80%):
 - Assist in posting the vacancies in the recruitment websites
 - Help in making appointments with short-listed candidates for interviews
 - Send response messages to unshort-listed applicants
 - Fill in HR mutation forms of the update and changes in personnel data
 - Introduce to new staff and invite them to upload their CV in the CV database (Devhire)
 - Enter data of the selected candidates' CVs to the candidate CV database (Devhire)
 - Manage the work permit for expatriate
 - Assist in updating the HR filing system
 - Other HR admin tasks as requested by HRO
- Receptionist part (20%):
 - Answer incoming telephone calls
 - Welcome on-site visitors, determine nature of business, and announce visitors to appropriate personnel. Monitor visitor access
 - Maintain, upgrade, manage and operate telecommunication lines, fax transmission line

- Arrange meetings in/out; update office working schedule such as meeting room booking, address list, etc. on intranet
- Supervise the tea/coffee service

Supervision:

The HR assistant will be coached and supervised by HR Officer of SNV Vietnam.

Candidate profile:

- University degree in administration, HR field
- Excellent English language comprehension and communication skills
- Two years working experience in HR or administrative; experience with INGO is an advantage
- Ability to work in team and to set up harmonious and effective working relationships
- Knowledge and experience in database development is plus
- Ability to work independently
- Pro-active and confident to ask questions, advice and for clarifications
- Good computer skills in MS-applications (Word, Excel, Internet, Email, Power Points)

Contract Duration: SNV Vietnam offers one year employment contract

Desired start date: as soon as possible

How to apply?

Please send your application letter and CV, together with an indication of your current salary and compensation package, to snvvietnamjobs@snvworld.org by 28th June 2016.

Applications will be reviewed and interviews conducted on a rolling basis to identify appropriate candidates as soon as possible.

For more information on SNV, please refer to our website: www.snvworld.org

We do not appreciate third-party mediation based on this advertisement.