



Updated: 20 July 16

TERMS OF REFERENCE

Position Title:	HR Officer
Position Description:	The long term HR Officer will work closely with the HR Manager and Operations Director to ensure that all HR-related documentation and processes are up to date, accurately maintained, and compliant with all Chemonics and USAID rules and regulations. The HR Officer will also be responsible for managing local consultant recruitment and file management. It is anticipated that the HR Officer will also play a role in other program implementation activities when needed.
Reports to:	Operations Director
Main place of work:	Hanoi, Vietnam

BACKGROUND

The USAID Governance for Inclusive Growth (GIG) Program (the Program) aims to assist efforts by the Government of Vietnam (GVN) to achieve sustainable and equitable economic growth by working with the Government of Vietnam, its private sector, and civil society organizations to maintain the momentum in expanding market reforms, institutional modernization, and global integration in trade. The Program strives to ensure that growth reaches all segments of Vietnam’s population by implementing targeted initiatives to address the unique challenges faced by historically disadvantaged and vulnerable groups, as well as to empower women.

The Program has five high-level objectives:

1. Increased trade and investment
2. Enhanced private sector competitiveness
3. Strengthened rule of law and judicial effectiveness
4. More effective public administration and financial management
5. Greater social and economic inclusion for all citizens

The Program is providing technical assistance, training, and other direct support to the GVN, under the lead of the Ministry of Justice (MOJ), and in coordination with other government counterparts – Ministry of Finance (MOF), Ministry of Industry and Trade (MOIT), Ministry of Planning and Investment (MPI), State Audit Office of Vietnam (SAV), and the National Assembly (NA) – to strengthen policy-making, implementation, oversight, performance management, and other accountability mechanisms. The Program is promoting greater exchange, networking, and sharing of information nationwide among the government, private sector, and civil society organizations, including social organizations, research centers, and universities. Program activities include, but

are not be limited to: providing training programs and workshops; data collection and analyses; public awareness forums and communications campaigns; technical assistance particularly in relation to Vietnam's commitments under the Trans-Pacific Partnership (TPP); grants to empower and increase economic participation of women, ethnic minorities, and other vulnerable groups; and facilitation of innovative partnerships with the business community.

The Expected Results (ERs) of the program are:

- ER 1: A clear and transparent legal and regulatory framework (Trade, Legal, and Regulatory Reform);
- ER 2: Improved accountability of public institutions (Governance and Accountability); and
- ER 3: Improved inclusion and expanded opportunities for vulnerable populations (Inclusive Growth).

INDICATIVE RESPONSIBILITIES OF THE POSITION

- Assist the HR Manager with HR, and personnel matters as tasked.
- Provide translations and interpretation related to Program HR requirements
- Assist with the recruitment and document review for local national short term consultants
- Assist with GIG long term staff recruitment, separations, and employment file system.
- Support training and orientation to project staff related to personnel policies and procedures
- Coordinate internal staff ethics and business conduct trainings
- Maintain and manage all program personnel hard and soft files.
- Gather and review consultant salary histories and prepare document batches for approval
- Support finance and HR teams by liaising with relevant local government social insurance entities
- Assist with procurement of HR related services such as supplement health insurance.
- Assist the Operations Director with office and program related documentation, file keeping, and document storage.
- Undertake other duties as assigned by HR Manager and Operations Director.

PLACES OF WORK

Main place of work will be Hanoi, Vietnam. Travel inside the country is expected as required by program activities.

COST ALLOCATION

The cost of this position will be charged evenly across all three programmatic contract line items (CLINs). Funding is available for the position and will not require an increase to the total contract ceiling.

QUALIFICATIONS AND KEY COMPETENCIES

The HR Officer should have:

- At least two years of relevant experience in Vietnam
- In depth knowledge of and experience with proper HR protocols and practices in Vietnam
- Ability to work in a professional and cordial manner with fellow staff members, visitors, partner institutions including international and local NGOs, governmental entities, support organizations, and the general public.
- Ability to work independently with minimal supervision, to prioritize multiple work assignments in an extremely fast-paced environment, to meet deadlines, and to exercise good, professional judgment that reflects positively on the image and communicates the established program message of the GIG project.
- Proven integrity and discretion related to sensitive HR information
- Ability to effectively use computer software including word processing and basic spreadsheet applications.

EXPERIENCE AND EDUCATION

- **Education Requirements:** Bachelor's degree in a relevant field required.
- **Language Skills:** Fluent written and spoken Vietnamese and strong command of spoken and written English

HOW TO APPLY

Applications will be reviewed on a rolling basis but this application window will close on COB August 5th, 2016. To apply, please submit an expression of interest and CV only to HR@VietnamGIG.com. Other supporting documents are not required until the final round of interview. Please include the position of interest in the subject line email following this format: Application - Name of position – Your full name. Only short-listed candidates will be contacted. No telephone inquiries please.