

## **Human Resources Officer**

### **RECRUITMENT FOR HUMAN RESOURCE OFFICER**

Good Neighbors is an international, non-profit humanitarian organization that plans, implements and raises funds for the provision of services in child education, community development, health, sanitation, and disaster relief projects. Currently Good Neighbors has been operating in 37 countries, supporting approximately 17 million people, including about 10 million children.

Good Neighbors International in Vietnam (GNI) is implementing Community Development Projects (CDP) based on child sponsorship in 3 provinces; Tuyen Quang, Hoa Binh, and Thanh Hoa. GNI is working in main areas as child sponsorship and education, water and sanitation, income generation, etc. in 9 CDPs and is managing about 10,000 sponsored children.

Job title: Human Resource Officer (HR Officer)

Effective date: February 2017

Department: Operation Division (OD)

Location: Head Office, Hanoi

Reports to: OD Manager

Type of contract: Full time

### **1. KEY WORKING RELATIONSHIPS**

**Internal:** Country Director, Managing Director, OD Manager/Officers, Admin-Finance Manager/Officers, Project Manager, Field Officers

**External:** GNI's Donors, Partners, Governmental Officials, INGOs, Communities

### **2. MAIN DUTIES**

Overall Management of HR's activities of the organization.

Main Tasks:

- Planning and implementing personnel recruitment.
  - Collecting recruitment proposals from Divisions/ Project Sites, checking with yearly POA and submit to Division Manager...
  - Advertising, collecting, short-listing profiles and co-operating with Division Manager to organizing interview and selecting suitable candidate.
  - Sending invitation, offer letter and labor contract to selected candidate.

- Preparing interview result report, probation report and submit to Division Manager.
  - Making the orientation schedule; direct introduction and guide new comer about organization's HR policy, code of conduct.
- Planning and implementing Staff Capacity Building.
  - Research, making proposal, collecting from divisions/CDPs and recommend to Division Manager, Directors about training needs. Making suitable training plan and submit to Division Manager.
  - Selecting trainer and directly contact, co-operate, supervising training program.
  - Follow-up and synthetic training result, preparing result report and submit to Division Manager.
- Building and maintenance Salary Policy and other benefits as regulated.
  - Calculating salary, bonus and other allowances for all staffs and submit to Division Manager monthly...
  - Checking and updating into the system all changings about salary of all staffs.
  - Regularly synthetic, analysis HR status and salary adjustment and report to Division Manager as required.
  - Support Division Manager revising and updating salary policy as well as budgeting annual payroll and submit to Directors for approval.
- Administering and Managing Health and Social Insurance of all staff.
  - Draw up a checklist of insurance contributions required by the Insurance Law and submit to OD Manager each month.
  - Maintain and update any changes in Social and Health Insurance files and check with the Insurance Agency every month.
  - Propose a Life Insurance package offered to all staff in accordance with GNI regulations and submit the proposal to OD Manager.
  - Ensure employees with Social and Health Insurance contributions can enjoy benefits according to regulations.

- Providing support in building and implementing Performance Evaluation System.
  - Provide support in building, completing employees' performance evaluation processes and forms.
  - Provide other divisions and CDPs with instructions and ensure the evaluation processes are carried out effectively.
  - Collect evaluation results and submit to Manager.
  
- Managing Personnel File.
  - Maintain and update the personnel file and report to Manager.
  - Directly draft personnel documents such as job and position transfer, salary, punishment, contract extension and termination.
  - Manage Staff List and Personnel files systematically.
  
- Completing other tasks as required.
  - Coordinate with other divisions to address problems in accordance with regulated procedures.
  - Regularly update Labor Law and Insurance Law.
  - Contact related partners and agencies in completing tasks.
  - Make periodical or urgent reports timely, accurately and effectively as required by higher managements.
  - Abide by the organization's regulations and foster the organization's solidarity.
  - Use and manage provided documents, information, equipment and assets effectively and confidentially.
  - Actively develop initiatives to enhance the work quality and productivity of department in particular and of the organization in general.

### **3. QUALIFICATIONS REQUIRED**

#### **Education**

- A bachelor's degree with major in HR management, Business Management and other related majors.

## **Work experience**

- At least 02 years' experience in Admin-HR;
- Candidates have experience in NGO careers are preferred;

## **Skills**

- Fluent in spoken and written English;
- Proficient Office Computing;
- Be good at organizational, planning;
- Be good at organizing, team work and interpersonal skills;
- Be good at communication skills.

## **Attitude**

- Sociable, responsive and committed
- Hard-working and creative.
- Able to work under high pressure.
- Truthful and accountable

**Nationality:** Vietnamese

## **4. HOW TO APPLY**

Interested candidates are invited to send their application (including a letter of motivation and a CV with a portrait photo attached) to Human Resource Division via the email address [recruitment@gni.org.vn](mailto:recruitment@gni.org.vn) or to the Head Office address: Good Neighbors International in Vietnam, 17th Floor, Block A, Song Da Building, My Dinh I, Nam Tu Liem, Hanoi no later than 15th February 2017. We are very sorry that only short-listed candidates will be contacted for interviews.