

SAVE THE CHILDREN

ROLE PROFILE

HUMAN RESOURCES INTERN	
TEAM/PROGRAMME Finance & Support Service	LOCATION Hanoi Office
GRADE: N/A	POST TYPE National
CHILD SAFEGUARDING Level 3: the role holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE The HR Intern will be in collaboration with HR Assistant and under supervision of the HR Officer to manage personnel filing system and support various tasks in HR Management	
SCOPE OF ROLE Reports to: Human Resources Officer Number of direct reports:	
KEY AREAS OF ACCOUNTABILITY <ul style="list-style-type: none"> ▪ Maintaining filing of both active and inactive personnel package (collecting staff information) ▪ Follow-up with staff members for SC Global training certificates (SC Personal Safety & Security Training, Global Induction Training, IT Security Training) ▪ Update staff list and office map ▪ Provide logistic supports to recruitment written and verbal interview ▪ Photocopy, scan and translate the personnel documents when required ▪ Prepare agreement for Intern/volunteer ▪ Take minutes in team meeting ▪ Other task as assigned 	
SKILLS AND BEHAVIOURS (our Values in Practice) Accountability: <ul style="list-style-type: none"> ▪ Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values; ▪ Holds the team and partners accountable to deliver on their responsibilities, giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved; ▪ Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding. Ambition: <ul style="list-style-type: none"> ▪ Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same; ▪ Widely shares their personal vision for Save the Children, engages and motivates others; ▪ Future oriented, thinks strategically and on a global scale. Collaboration: <ul style="list-style-type: none"> ▪ Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters; ▪ Values diversity, sees it as a source of competitive strength; 	

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- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions;
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency;
- Always acts in the best interests of children.

QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelor degree
- Good spoken and written English language skills,
- Computer literate (Microsoft Word and Excel are required),
- Customer-oriented, supportive
- Positive working and learning attitude
- Faithfulness, hard-working, details oriented, good interpersonal skill and ability to work in a team
- Good communication skill
- Commitment to Save the Children values

Desirable

- Knowledge of Vietnam development issues and NGO networks

EQUAL OPPORTUNITIES

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity and Inclusion policies and procedures.

HEALTH AND SAFETY

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

ADDITIONAL JOB RESPONSIBILITIES

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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