

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: May 2017

Department: Admin-Finance Division (AD-FD)

Location: Head Office, Hanoi

Reports to: AD-FD Manager, HR Team Leader

Type of contract: Full time

1. KEY WORKING RELATIONSHIPS

Internal: Country Director, Managing Director, Operation Manager/Officers, Admin-Finance Manager/Officers, Project Managers, Field Officers

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

2. MAIN DUTIES

- Supporting personnel recruitment.
 - Collecting recruitment proposals from Divisions/ Project Sites, checking with yearly Plan of Action and submit to Team Leader...
 - Advertising, collecting, and co-operating with Team Leader to organizing interview
 - Prepare offer letter and probation/labor contract to selected candidate.
 - Preparing interview result report, probation report and submit to Team Leader.
 - Logistic support for orientation for new comer

- 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 Team Leader and 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 Team Leader and AD-FD 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 Team Leader and Manager.

- Managing Personnel File.
 - Maintain and update the personnel file and report to Team Leader and Manager.
 - Manage Staff List and Personnel files systematically.

- Manage the volunteer and intern teams (both foreign & Vietnamese volunteers);
 - Prepare intern and volunteers' commitments
 - Collect monthly report from interns and volunteers

- 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 Sociable, and committed working with GNI at least 2 years.
- 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 [GNI's Application form](#), a letter of motivation and a CV with a portrait photo attached) to Human Resource Division via the email address 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 19th May 2017. We are very sorry that only short-listed candidates will be contacted for interviews.