



EMPLOYMENT OPPORTUNITY WITH AN INTERNATIONAL NON-PROFIT ORGANIZATION

Population Services International (PSI) is the world's leading nonprofit social marketing organization, with programs in 64 countries. PSI's mission is to generate measurable health impact through culturally appropriate behavior change communications and by delivering affordable and accessible health products and services to low-income and vulnerable populations. Due to quick expansion, we are now urgently looking for talented, dynamic and highly motivated Vietnamese individual to contribute to our growing organization and to meet the challenging demand of the following position based in Hanoi:

HUMAN RESOURCES MANAGER

This position is responsible for all HR-related functions for the organization, including recruitment and orientation, development and implementation of performance management systems and managing employee compensation and benefits. This position will work closely with the Country Representative to develop and implement an HR improvement plan for the organization, including improving the performance management system, ensuring adherence to employee policies and guidelines and developing and implementing capacity building plan for all staff. HR responsibilities will include: Contract Management for PSI staff, consultants and third party contractors; updating and institutionalizing Employee policies and systems; ensuring compliance with local labor laws; building and maintaining proper systems for staff motivation and morale and identifying growth opportunities for staff at all levels and managing relations with external authorities (DIPSERCO, FOSCO, Tax Department).

Requirements:

- Relevant University/Masters degree (business administration preferred);
- Significant demonstrated experience (5-7 years) in the areas of managing compensation, recruitment and performance evaluation process, human resource planning and management, developing effective training programs;
- The ability to analyze problems and develop creative solutions to complex human resource issues;
- Knowledge of Vietnamese labor laws and proficiency in MS Office;
- Excellent managerial, analytical and critical thinking, and communication skills; •
- Fluent in written and spoken English;
- An excellent team player.

A competitive remuneration package will be offered to the successful candidate

Interested candidates are invited to e-mail a letter of interest indicating the position you are applying for and updated CV as soon as possible to: hr@psi.org.vn or mail to:
PSI Vietnam, 4th Floor, Side B, TOSERCO Building, 273 Kim Ma, Ba Dinh, Hanoi

Applications will be treated on first come first serve basis and in strict confidence

*Only short-listed candidates will be contacted for interviews.
Please do not contact via telephone. Dossier will not be returned.*