

Vietnam Action Against Plastic Pollution
JOB DESCRIPTION

TITLE: Human Resources Manager

Chemonics International seeks applications for a long-term, full time **Human Resources (HR) Manager** for the USAID-funded Vietnam Action Against Plastic Pollution (VAAPP) activity. The "Vietnam Action Against Plastic Pollution" (VAAPP) activity aims to reduce ocean plastic pollution at its source in Vietnam through strategic approaches such as convening stakeholders' power, promoting the creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source and prevent plastic pollution in our oceans. We are looking for individuals who have a passion for making a difference in the lives of people around the world. The position will be based in Hanoi.

The HR Manager will be responsible for a wide range of Human Resources management, reporting, contractual, administration, and personnel responsibilities while working under the direct supervision of the Operations and Finance Director. She/he will help design and provide upkeep for all administrative systems to ensure quality control of project administration and full compliance and conformity with USAID rules and regulations, Chemonics' best practices and policies, and Vietnamese laws.

Principal Duties and Responsibilities

Oversee and manage all HR administration, including, but not limited to, talent management, staff engagement, staffing and resourcing, performance appraisal system and management, staff recognition for the whole life of project, especially the project start-up and close-out period.

Recruitment:

- Oversee and manage full cycle recruitment process in compliance with established procedures and regulations including but not limited to collaboration with hiring managers to develop job descriptions and interview questions, posting ads, headhunting, shortlisting and pre-screening candidates as well as reference checks, and negotiating offers of employment for project staff and consultants.
- Review and verify previous work and salary history for accuracy prior to making an offer.
- Update and create new templates and processes as they relate to the recruitment function.
- Train staff on recruitment processes as necessary.

Onboarding:

- Responsible for fully understanding the project's personnel policies and providing training and orientation to new staff on these policies.
- Manage all onboarding processes including first day orientation.
- Confirm all new hire paperwork is submitted and personnel files are complete and compliant with Chemonics policy, local labor laws, and USAID regulations.

- Ensure new hires are provided with adequate training regarding the project and relevant Chemonics policies in order to perform the job to the best of their ability and are assimilated into Chemonics culture.

Records Management:

- Maintain accurate timesheet records and ensure all timesheets are submitted on time with the correct approval.
- Responsible for personnel file management, including overseeing the office vacation/leave tracker.
- Ensure all staff are trained on, and are familiar with, timesheet procedures and policies.
- Ensure personnel and recruitment files are maintained according to the requirement, ensure confidentiality and safety of the data.
- Oversee and manage consultancy database including consultant contracts and modifications, deliverables, deliverables due dates and payments in close collaboration with the technical team.

Management:

- Work closely with the Chief of Party on communication to staff and labor law compliance and help to ensure a positive and thriving work environment for all staff and bridge management and employee relations by addressing demands.
- Work closely with the Chief of Party and Operations and Finance Director to develop and implement HR strategies and initiatives aligned with the overall project objectives.
- Report to senior management and provide decision support on a wide variety of Human Resources issues and support them with information, analysis and suggestions for planning and decision making that will foster a positive and highly productive workplace.
- Communicate changes or new initiatives to staff.
- Assess training needs to apply and monitor training programs.
- Ensure all program hiring and personnel management actions and benefits conform to Chemonics' policies, best practices, USAID rules and regulations, and local labor law.
- Assure that all team members are informed of and follow office rules and procedures as laid out in the Personnel Policy Manual.
- Monitor and update the policy and procedure manual as necessary in coordination with Operations and Finance Director and Corporate Office PMU.
- Maintain strong relationship with the labor attorney to mitigate risk to organization and advocating for the employee and client rights.
- Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The qualifications listed below are representative of the required knowledge, skills, and/or abilities needed to perform the principal duties.

- A bachelor's degree is required.

- A minimum of eight years of experience in human resources.
- Knowledge of Vietnamese registration, labor law, and other relevant laws and regulations are preferred.
- Familiarity with USAID policies and procedures regarding human resources management.
- Ability to work professionally and cordially with fellow staff members.
- Ability to work independently with minimal supervision,
- Demonstrated working knowledge of MS Word, MS Excel, and other basic computer applications.
- Ability to communicate verbally and in writing effectively, prioritize tasks, and meet deadlines consistently. An ability to multitask and work under pressure is desired.
- Fluency in Vietnamese and English.
- Be able to exemplify and effectively communicate Chemonics' culture and values.

Application Instructions

Please send your CV/resume to VAAPPRecruit@chemonics.com by April 16, 2023. Early applications are encouraged. Please include the title of the job in the email subject line. No telephone inquiries please. Shortlisted candidates will be contacted. We will review the applications based on rolling basis. The protection of your personal data is important to Chemonics.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.