



## Temporary 8 Month Employment Job Announcement for Human Resources & Administration Coordinator

Our announcement will be closed by 10 September, 2018

Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

### Our vision

A world where everyone has a decent place to live.

### Our mission

Seeking to put God’s love into action Habitat for Humanity brings people together to build homes, communities and hope.

Habitat for Humanity is looking for Vietnamese Candidate to fill position of **HR & Admin Coordinator (Temporary 8 months)**

Position Title	HR & Admin Coordinator
Report to	HR & Admin Manager
Work Location	Ho Chi Minh Office
Supervise	01

### Job Summary

Support HRA Manager in supervising general administration services and implement HR operations to ensure smooth running of HFHV through providing quality and on time services to management and staff

### Key Accountabilities

#### ADMINISTRATION

1. Manage storage of HFHV important documents
2. Manage searching, signing contracts for offices’ leasing, air ticket
3. Manage logistics for Habitat events such as Family Day, Annual staff conference, and other important meetings. It includes following Habitat policies & procedures to:
  - search, select and propose and contract with vendors, make payment;
  - organize logistics arrangement, safety and communication to relevant staff;
  - deal with any obstacles
4. Manage update of approved vendor list of HR & Admin Department and coordinate with other departments for the whole Habitat
5. Provide guidance and supervisor Admin Officer to ensure routine admin services are implemented in timely manner and in compliant to Habitat policies & procedures.

6. In the absence of Admin Officer, provide following services:
  - Receiving incoming calls, taking message or put through to right recipients;
  - Making air ticket and/or hotel booking to ensure cost effective, and on time
  - Monitoring cleaning service/motorbike parking & payment
  - Making order of office supplies, pantry in case of urgent need
7. Prepare & complete relevant payments

#### GENERAL HUMAN RESOURCES SERVICES

1. Recruitment
  - a. Complete paperwork with FOSCO to announce hiring in compliant to the regulations for iNGO
  - b. Prepare job announcement to attract target candidates, screening CVs and arranging interviews with relevant interviewers
  - c. Prepare offer letter and working with successful candidate to ensure adequate required records are submitted before or on his/her working date, including registration of dependent for personal relief purpose
2. Staff Training & Development
  - a. Work with relevant managers and staff to deploy FY19 training plans suitably to working schedule, budgets and training objectives
  - b. Search, select and propose suitable training providers, training services to ensure compliance with Financial policies and procedures
  - c. Deliver orientation training within the role's scope and coordinate with relevant internal trainers to ensure orientation program for new staff is fully & effectively implemented
  - d. Manage arrangement of training logistics, completion of training evaluation & feedback, pre and post training follow up for internal & external training
  - e. Manage filling training records in compliant to policies and procedure
3. Staff Service
  - a. Manage tracking of staff leave and make monthly reports
  - b. Summarize staff grievance and submit to manager bi-weekly
  - c. Arrange bi-weekly staff meeting under instruction of National Director
  - d. Assist manager in any employee relation service per request
  - e. Follow up expiry of labor contract and prepare renewal in accordance with guidance from manager
  - f. Manage completion of paper work and procedures for staff termination: resignation letter, contract liquidation, job handover etc.
  - g. Work with agency and/or relevant authorities to get visa, work permit and internal Habitat's stakeholders for foreign staff and international volunteer/intern service
4. Prepare & complete periodical reports to local authorities and internal Habitat
5. Complete estimation of Annual HR & Admin Budget within the role's scope
6. Involve in other HR projects as needed

#### **Job requirements**

To be successful in this role, potential candidate should demonstrate following qualification & willingness to occasionally travel domestically and work with computer for long hours

1. University degree in human resources, business administration or any other equivalent degree
2. Minimal 3 years of experience in general HR management in non-profit or Multi National Corporate (MNC)
3. Soft skills include:

- ✓ Good interpersonal, communication and organizational skills
- ✓ Good written and spoken English
- ✓ Ability to do multi-task with conflicting priorities while maintain operating effectively under pressure in multicultural environments
- ✓ Follow up, coordination and reporting skills
- ✓ Strong in Microsoft applications - Word, Excel, Power point
- ✓ High sense of confidentiality and ownership
- ✓ Continuous learning and service minded

At Habitat we commit to provide people with following values:

1. Competitive salary and benefits comparing with other iNGOs in Vietnam
2. Open, collaborative and supportive working environment
3. Experiencing meaning of community development through Habitat's projects
4. Enhance your English while exposing to international volunteers and technical documents

Candidates who are Interested in community development & qualified to the job is welcome to send us your comprehensive English CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors to [application@habitatvietnam.org](mailto:application@habitatvietnam.org)

Habitat for Humanity Vietnam gives equal employment opportunity to Vietnamese qualified candidates. Please note that only shortlisted candidates will be notified.