



Human Resource and Administration Manager (Ho Chi Minh City)

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as a Human Resource and Administration Manager. This position is responsible for but not limited to

- Providing professional HR related services (Recruitment, Training and development; Employee relation; Compensation and benefit) and administrative support (Control all administrative functions; Coordinate IT function) to HFHV's operations, programs and staff.
- Ensure that the HR and administrative policies and practices enable HFHV to work in an effective, efficient and consistent manner in compliance with Vietnam regulations.

Requirements:

- University Degree, in related field (HR or Business Management)
- Minimal 5 years of experience in Admin & HR management in a large non-profit or corporate multi-cultural environment
- Fluency in written and spoken English required
- Strong customer service, interpersonal, communication and organizational skills
- Ability to facilitate change, persuade and negotiate to reach acceptable compromise/ solutions among all levels in the organization
- Extensive working knowledge of Vietnam's employment laws
- Demonstrated understanding of HR technical areas, such as compensation and benefits, employment, job evaluation, salary administration, performance management and personnel development
- Computer proficiency in MS Office suite and Outlook

How to Apply:

The closing date: July 30, 2013.

Your application **must** include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Contact details (including telephone number and email) of 3 references including most recent direct supervisors

Applicants who do not provide **all** of the above requested information will not be considered.

Email your application to:

Human Resource Department
Habitat for Humanity Vietnam
application@habitatvietnam.org

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry that seeks to eliminate inadequate housing and homelessness in the world, and to make decent shelter a matter of conscience and action. It was founded in 1976 and Habitat for Humanity Vietnam is a branch of HFHI. HFH Vietnam is an equal opportunity employer.

We sincerely thank you for your interest in Habitat for Humanity Vietnam.