



## JOB ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. NPA's Vietnam Programme is primarily based on Mine Action and runs 03 projects in Hue and Quang Tri. NPA Vietnam is seeking qualified, enthusiastic, experienced Vietnamese national applicants for the position of **Admin-HR Officer**. The post holder will be based in NPA-RENEW project office in QUANG TRI.

### Responsibilities

#### ADMINISTRATION

- Be receptionist for Project NPA-RENEW project office, handle all incoming/outgoing telephone calls, faxes, letters, postal packages...etc.
- Be responsible for all aspects of general office coordination
- Maintain office calendar to coordinate flow of work and meetings
- Ensure proper office supplies and housekeeping service for NPA-RENEW project office
- Book and coordinate travel arrangement for NPA-RENEW staff and NPA expats, visitors (including but not limit to visas, air-tickets, accommodation and other arrangements)
- Facilitate organizing meetings, trainings and events

#### HUMAN RESOURCES: for NPA-RENEW Project and RENEW Project's other components

##### 1. General

- Prepare and follow-up procedures and paperwork for recruitment, contracting and leaving staff
- Update and record the job evaluation for employees
- Register for the changes in staff to Quang Tri DoFA and respective authorities
- Responsible for administering the personal filing system and updating personnel management system monthly, both hard copies and soft copies on Knowledge Base.
- Take care of yearly staff health check and Accident-Health Insurance

##### 2. Compensation:

- Complete the final compensation, and other paperwork for leaving employees.
- Assist LM in salary and benefit survey when required
- Submit monthly report (manpower) or other report related when required.

##### 3. Benefits:

- Oversee of social and health insurance, accident-health insurance and other insurance benefits for employees monthly and upon case-by-case basis.
- Contact social, health offices and labor authorities on providing social insurance book and health care card for employees as per law.
- Timely update changes on staff list to Insurance provider.
- Prepare paperwork to submit Social Insurance monthly in a timely manner as per mandatory requirement.



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Norwegian People's Aid

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### Required qualifications

- Bachelor of English, or Economics with fluent English Speaking/writing skills
- At least 02 year experience with Admin-HR, especially with an NGO, it is an advance.
- HR, local Law and Tax knowledge.
- Possess good analytical and Interpersonal Skills.
- Good time management and organizational skills.
- Able to handle confidential information appropriately.
- Able to work under stress to meet tight deadlines and handling multiple tasks.
- Self-motivated, independent and proactive

Interested candidates are requested to submit a CV and a cover letter to NPA Vietnam via e-mail address to [hrm.vietnam@npaid.org](mailto:hrm.vietnam@npaid.org). The closing date for applications is **April 25, 2014 at 5 pm** with a start date as soon as possible. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified

