



Position:	HR OFFICER (HRO)
Department/Project/Country:	HD Dept./Hanoi/Vietnam
Last revised:	13/10/2014
Project number:	24399000
Immediate Superior:	HRA Manager (HRAM)
Shall report to:	HRA Manager (HRAM)

Responsibilities: Under the supervision of the HRAM, the HRO oversees and manages HR administrative procedures and other tasks to ensure effective and efficient HR administration of all NPA offices and project offices in line with all current NPA HR policies and procedures.

1. General

- Assist HRAM in procedures and paperwork for recruitment, contracting and leaving staff
- Update and record the job evaluation for all jobs in organization.
- Register for the changes in staff to the Department of Diplomatic Service (DIPSERCO)
- Track and report monthly timesheet for NPA employees
- Responsible for administering the overall NPA personnel filing system and updating personnel management system monthly, not only in hard copy but also in soft files on Knowledge Base and Agresso.

2. Compensation:

- Calculate payroll and arrange timely and accurate payment requests of monthly payroll for NPA Country Director's approval and prepare monthly payslip for employees.
- Complete the final compensation, severance allowance and other paperwork for leaving employees.
- Assist HRAM in participating in salary and benefit survey.
- Evaluates jobs for developing compensation and benefits program when required.
- Submit monthly report (manpower) to HRAM, Country Director or other report related when required.

3. Benefits:

- Oversee of social and health insurance and other insurance benefits for employees monthly and upon case-by-case basis in coordination with respective staff in field offices.
- Contact social, health offices and labor authorities on providing social insurance book and health care card for employees as per local law.
- Oversee private Health-Accident Insurance for employees including but not limited to: assist in finding suitable insurance provider annually, timely update changes on staff list to Insurance provider, assists employees in claim procedures, request scheduled payments as per contract and settle contract at due time
- Prepare paperwork to Social Insurance monthly for HN office staff and supervise field office staff to ensure they do it in a timely manner as per mandatory requirement.

4. Personal Income Tax (PIT):

- Complete monthly PIT declaration for employees, or expatriates and report to Tax Dept.
- Compile annual PIT finalization for employees, or expatriates and report to Tax Department.
- Contact Tax authorities on new issues of PIT and inform to employees promptly.

Perform other tasks and duties that may be assigned by HRAM

Required qualifications:

- Bachelor of English and/or Labor Management (with 6.5 IELTS or equivalent)
- At least 2 year experience with C & B work
- 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 pressure to meet tight deadlines and handle multiple tasks.
- Self-motivated, independent and proactive

