

POSITION DESCRIPTION

Position Title:	HR Intern
Department:	HR & Support Services
Location:	ChildFund Vietnam – Ha Noi office
Reports to:	HR Officer
Employment status:	Full-time

ORGANISATIONAL CONTEXT

ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

ChildFund Australia directly implements child-focused development programs in Viet Nam, Papua New Guinea (PNG), Cambodia, Laos, and Myanmar, and works in conjunction with the ChildFund Alliance global partnership to deliver programs in countries throughout Asia, Africa and the Americas.

Programs are funded by sponsorship contributions, grants, donations and other revenue. ChildFund Australia has an extensive child sponsorship program with more than 55,000 children in 24 countries sponsored by Australians.

ChildFund Australia's goals are to deliver quality development programs that are respectful, responsive and effective.

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, food security, child rights and child protection and maternal and child health, including HIV prevention.

ChildFund's programs are being implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

JOB PURPOSE & REPORTING STRUCTURE

The HR Intern reports to the HR Officer.

HRI works closely with the Office Administrator, IT Officer and other staff members in Hanoi; with the local administrative staff in each Area Development Office.

POSITION SUMMARY

The HRI is responsible for assisting the HR Officer (HRO) and Operations Manager in maintaining the smooth operation of all aspects of HR/personnel system, to ensure that our HR activities are of a consistently high quality and contributes to ChildFund's vision of improving the wellbeing of children and reducing poverty.

KEY AREAS OF RESPONSIBILITY

1. HR Administrative duties

- Personnel letters and service contracts: draft letters to the relevant stakeholders such as Dipserco, Hanoi Social Insurance Office; draft personnel service contracts or contract liquidation with suppliers;
- Training activities: support the logistics for workshops, in house training; looking for training sources for recommendation to the HRO;
- Finance: prepare payment and acquittal request for personnel services;
- Filing system: update and maintain the hard copy filing system for general HR activities such as recruitment, training, policy, etc.;
- Other supports: faxing, scanning, photocopying and sending inconfdential letters to relevant stakeholders.

2. HR Technical duties

- Policy development: translate policies and coordinate the translation works with the local administrative staff; assist HRO in maintaining the periodical policy audit, including quiz, review of COM filing system, etc.
- Leave record: maintain and update employee leave records through the excel file (for Hanoi office)
- Recruitment: draft the recruitment advertisement, arrangement of recruitment advertisement on websites, television or newspapers (for Hanoi office's positions); put candidate's information to the short-list, arrangement of interview/ test, reply to unshortlisted candidates;
- Induction: draft induction program for new staff by coordinating the process with relevant departments;
- Training: follow up the training evaluation with staff and line manager after each training course (including in house or public training/workshop); summarise the in-house training course's evaluation.

3. Other HR supporting duties

- Communications & Feedbacks on HR services: support HRO in enhancing the effective communication on hr services and policies within the organisation; design quick HR surveys to get more official feedbacks from staff on and to enhance the effectiveness of HR's services;

- Office Health Safety: coordinate the OHS survey and Office Security and Safety inspection in all offices; support the HRO in developing the action plan for the 'alarming' issues to ensure staff are safe both at workplace and when travel to the field;
- Internal social activities: together with the HRO give inputs for the internal social activities which can help to bring hr services closer to staff members
- Other possible assigned tasks.

4. Organisational Development

- Actively contribute to the development and promotion of ChildFund values culture and learning approach.
- Contributing to the effective environment of team working of the sectors as well as of whole organization.

5. Relationship Building & Representation

- Establish appropriate information-sharing relationships with staff in similar positions within other INGOs, government agencies and academic institutions in Vietnam and internationally.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Organisational Core Competencies

- Commitment to ChildFund Australia's values, vision and mission, demonstrating a strong belief in ChildFund Australia's core purpose, and reflects the values of the organisation in daily activities and behaviours.
- Working in teams: the ability to work cooperatively and flexibly with other members of the team with a full understanding of the role to be played as a team member.
- Communicating effectively: the ability to communicate clearly and persuasively verbally and in writing
- Exemplifying accountability and integrity: our obligation as individuals to account for our activities, to accept responsibility for them, and to disclose the results in a transparent manner.
- Being adaptable and flexible: the ability to meet changing conditions and respond to new organisational requirements, with flexibility and resilience.

Functional/ Technical Competencies

- Knowledge of laws, practices and authority system related to the development field in Vietnam and conditions and culture in different parts of Vietnam would be an advantage.
- Understanding of basic office and information systems.
- Ability to undertake detailed activities with a high level of accuracy.
- Good analytical skills.
- Good conflict resolution skills and negotiation skills.
- Excellent written and spoken English and Vietnamese.
- Ability to build working relationships, internal and external to the organisation
- Good time management and organisational skills with ability to work to deadlines in well-organized and systematic manner, able to manage multiple priorities.

- Maintain strict confidentiality in performing the duties of the post.
- Excellent computer literacy and experience with computerized information (including spreadsheets, databases), familiar with software packages under Windows and E-mail.

Qualification & Experiences

- University qualification in Personnel Management or in relevant field.
- Experience working with international company/oranisation would be an advantage.

WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS

- This is a Hanoi based, full-time position with occasional travel to ChildFund's program areas in Vietnam.
- The successful candidate will be offered a one-year contract. Salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale.
- Appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund's Child Protection policy and procedure Code of conduct.
- Commitment and adherence to ChildFund policies and procedures is required.
- Maintain strict confidentiality in performing the duties of the post.
- Other working conditions and benefits are outlined in ChildFund's HR, PDR and Operations Manuals.

STANDARD WORKPLACE HEALTH AND SAFETY (OHS) RESPONSIBILITIES

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

ChildFund is an equal opportunities employer