



JOB VACANCY ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. We have operated in Vietnam since 2010 with projects in Hanoi, Hue and Quang Tri. NPA Vietnam Program is currently expanding its activities, having more projects which require professional personnel to carry out and effectively support projects. Therefore, NPA Vietnam is seeking for qualified, enthusiastic, experienced Vietnamese applicants for the position **Senior Human Resources Officer** based in NPA National Office in Hanoi with travels to field offices in provinces.

General Responsibilities: Under the supervision of the HRAM, the SHRO 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.

For detail specific duties, please find in Job Description attached.

Interested candidates are requested to submit a CV, a cover letter to express why you are fit for the post and NPA, a copy of related certificates-degrees and 03 references to NPA via e-mail address recruitment.vn@npaid.org. Please indicate clearly the post you are applying for in your email subject.

The closing date for applications is **29 November 2015 at 5 pm** with start date as soon as possible. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.