



## Human Resource and Administration Manager (Ho Chi Minh City)

The Human Resources and Administration Manager (HR&AM) is responsible for effective planning, implementation and execution of Human Resources and Administration strategy and business plan. The HR&AM ensures that policies, systems and procedures of the Branch Office are compliant to the HFHI standard and consistently implemented throughout the organization. Habitat Vietnam understands strategic competencies must be developed to become competitive and to create long term results. The HR&AM will lead in the creation of an organizational culture that facilitates the growth, retention and empowerment of skilled staff. The position consults with and advises management on a wide variety of Human Resources issues and supports the senior management team with information and analysis for planning and decision making that will foster a positive and highly productive workplace, thereby helping to ensure that Habitat fulfills its mission in Vietnam.

### 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
- Excellent interpersonal and relation management skills. Strong customer service approach, 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
- Have a good knowledge of Information Technology

### How to Apply:

The closing date: May 15, 2016.

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.