

EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international, non-governmental organization that works with the Vietnam Ministry of Health and other national bodies, as well as provincial and district-level health services, to promote the health and wellbeing of the Vietnamese people, particularly vulnerable and marginalized populations. FHI 360 is currently implementing programs with government and private sector partners that address HIV prevention, care & treatment, noncommunicable disease, clinical research, health system strengthening, information systems, maternal and child health and nutrition, diagnostics, and laboratory services.

We are currently seeking a motivated Vietnamese national candidate to join as **Temporary Human Resources (HR) Officer**, based in our office in **Hanoi**.

Duration: 6 months with expected starting time from 1 December 2018

Main responsibilities:

- Provide support and assistance to Human Resources (HR) team of FHI 360 Vietnam country office to ensure that HR activities are appropriately performed in line with FHI 360 and relevant funder strategies, policies and procedures
- Provide full support to the process of staffing and recruitment, timesheet management, compensation and benefits
- Provide support and assistance in developing plan and implementing training activities for FHI 360 staff
- Be responsible for updating and following up social insurance, health insurance, unemployment insurance contributions for local staff as regulated.
- Provide assistance to local staff in the process of insurance claims
- Participate in planning and organizing monthly staff activities/events
- Maintain and update HR reporting and filing systems for FHI 360 Vietnam

Experience and abilities for the position:

- Bachelor's degree in Business Administration, Social Science or related field with at least two years of relevant experience
- Demonstrated working experience and skills in HR management, preferably in international organizations and knowledge of labor-related laws and governing regulations.
- Strong organizational skills and attention to detail.
- Proficient in written and verbal English
- Good computer skills (Microsoft Office, Internet...)

FHI 360 offers a competitive compensation and excellent benefits.

Interested candidates are invited to provide their detailed curriculum vitae with letter of application in English to Vietnam.recruitment@fhi360.org by **November 22, 2018**.

*Please specify the position you are applying for in your application.
Only shortlisted candidates will be contacted for interviews.