



JOB DESCRIPTION

Action on Poverty in Vietnam Senior Human Resource Officer

Effective date: January 2019
Contract type: Full-time fixed-term contract
Location: Hanoi office with possible travels to project office(s)
Reports to: Operations Manager

1. Work Context

Established in 1968 as The Australian Foundation for the Peoples of Asia and the Pacific Limited (AFAP), our organisation has adopted a new name – Action on Poverty (AOP). AOP is a fully-accredited, secular Australian organisation that empowers local changemakers to break the cycle of entrenched poverty in their communities. For nearly 50 years, AOP has successfully worked with local partners to implement cost-effective development programs in 20 countries across Africa, Asia and the Pacific.

AOP in Vietnam has been working with poor communities in 9 provinces across the country since 1989 and became registered in Vietnam in 1996. Our program focuses on improving health, income generation, good governance, social monitoring, food security and resilience to the effects of climate change. AOP has developed a solid reputation as a principled, innovative, and pioneering NGO working with a wide spectrum of stakeholders ranging from policy makers and local authorities to civil society organisations (CSOs) and vulnerable communities.

2. Job Purpose

The purpose of this position is to ensure HR processes and issues are handled in accordance with AOP's Admin and Personnel Policy and current local law.

The position will work closely with the HR and Operations team in Hanoi office and provide multi-faceted, comprehensive HR services to project office(s) and its staff including recruitment and selection, induction, contract management, compensation and benefits, training and development, employee appraisal, and handover process.

3. Authority

The position has autonomy to make decisions related to all assigned activities within the areas of assigned responsibility, with approval from managers.

The position will report to the Operations Manager. The incumbent is expected to work closely with other team members and request support from other staff to ensure activities are implemented effectively and to a high standard.

4. Key Work Relationships

Internal	External
<ul style="list-style-type: none"> ▪ Hanoi-based Operations team ▪ Ho Chi Minh City-based staff ▪ Other staff of AOP in Vietnam 	<ul style="list-style-type: none"> ▪ Service suppliers and contractors ▪ Governmental officials ▪ AOP's partners and international staff ▪ International and Vietnamese NGOs

5. Main Areas of Responsibility

Key Responsibilities	Specific Tasks
<p>1. Staff recruitment and selection</p>	<ul style="list-style-type: none"> ▪ Provide proper support in recruitment and selection process especially job posting, selection tool design and candidate screening; ▪ Team with supervisors in the recruitment process to ensure integrity and merit in all selection procedures while supporting the needs of managers and goals of diversity; ▪ Support the offices' administrative and technical needs for professional officers, general service and temporary staff by implementing and administering effective and speedy recruitment procedures; ▪ Work with managers to facilitate staff and consultant recruitment and candidate database management; ▪ Develop and provide induction package to socialise staff to AOP's vision, missions, values, practices and norms.
<p>2. Contract and personnel management</p>	<ul style="list-style-type: none"> ▪ Coordinate labour, consultancy and service contracts signing between the incumbents and AOP; ▪ Ensure appropriate and timely actions for renewals of contracts, promotions, within-grade increments, and performance evaluations; ▪ Develop and implement plans, including timetables, for contract reviews, renewals and terminations; ensures timely notice to staff; ▪ Update relevant information for AOP's Admin and Personnel Policy and prepares annual HR report;

- Issue labour contracts and relevant annexes in accordance with the Labour Code and current AOP's Admin and Personnel Policy;
- Issue outsourced contracts and ensure follow-up actions are in line with terms of reference and policies of AOP;
- Manage and maintain contract database properly.

3. Administrative support and inputs for HR and organisational development strategy and policies

- Support supervisors to carry out HR-related processes for staff such as policies compliance, travel and per diem, training and development, appraisals, etc.;
- Promote equity, transparency and consistency in the interpretation, determination and administration of international and local conditions of service, terms of employment, benefits and allowances in accordance with AOP regulations and rules;
- Advise management team and staff on correct interpretation and application of AOP's Admin and Personnel Policy and procedures and provide counselling as required;
- Conduct training needs assessment and propose training and development plans.

4. Others

- Contribute to the budget preparation and review process through an analysis of staffing pattern and needs of the office;
- Participate in management meetings affecting HR planning and management;
- Other tasks as deemed necessary and appropriate.

6. Required Qualifications

Education

- Relevant Degree and/or equivalent professional qualification, preferably in human resources, social sciences or other relevant disciplines e.g. business administration, psychology, international relations;
- Master degree or additional professional trainings in human resource management is an advantage.

Work experience

- At least 5 years of experience in relevant positions;
- Practical work experience with INGOs is preferable.

Technical knowledge and skills

- In-depth knowledge and understanding of international organisation's human resource policies and procedures;
- Knowledge and proficiency of relevant office technology application and personnel database systems necessary to the human resources unit's core service;
- Strong analytical thinking with ability to analyse relationships among several parts of a problem or situation; break down a complex task into manageable parts in a systematic way; recognise several likely causes of events or several consequences of actions; and anticipate obstacles and think ahead about next step;
- Ability to oversee, coordinate and perform activities related to personnel administration and systems (recruitment, hiring, retention) and the know-how on human resources training and development, staff budgeting and statistics, salary and benefits administration, and/or other general administration activities;
- Excellent interpersonal skills; excellent communicator both orally and written; ability to manage and nurture relationships both internally and externally;
- Ability to work effectively within a team and to supervise/coach staff;
- Flexibility including a willingness to learn and adapt to new situations;
- Willingness to travel to project office(s) on an occasional basis.

Languages

- Advanced business English and Vietnamese, both spoken and written.

Attitude

- Independent, friendly and helpful

Adherence to

- Poverty and injustice eradication
- Gender equality