

Human Resources Manager

Title: Human Resources (HR) Manager

Program: USAID Linkages for Small and Medium Enterprises (LinkSME) Project

Location: Hanoi, Vietnam

Expected Duration: Approximately 4 years (until September 2023)

IESC – the International Executive Service Corps – is a U.S.-based nonprofit that seeks private enterprise solutions to problems of poverty in developing countries and around the world. By providing a mix of technical assistance and volunteer expert support, IESC works with emerging industries, financial institutions, and governments to stabilize economic environments, increase opportunity, and promote growth. We have completed over 25,000 projects in more than 130 countries worldwide.

IESC is the implementing organization of Linkages for Small and Medium Enterprises Project funded by the United States Agency for International Development (USAID), in short USAID LinkSME. The project links Vietnamese small and medium enterprises (SMEs) with lead firms in order to integrate SMEs into manufacturing supply chains and accelerate domestic SME growth. The USAID LinkSME project will create systemic changes in business relationships between Vietnamese SMEs and lead firms, as well as significant increases in the quantity and/or quality of business linkages between Vietnamese SMEs and lead firms.

IESC is seeking a **Human Resources (HR) Manager** for the **USAID LinkSME project**.

Under the direction of the Finance and Administration Team Lead, the Human Resources Manager will work full-time and be based in Hanoi, overseeing the HR functions for the project's main office in Hanoi and regional office in Ho Chi Minh City.

DUTIES AND RESPONSIBILITIES:

Specific responsibilities include, but are not limited to:

- Ensuring the project has qualified project staff and consultants by recruiting, vetting, selecting, orienting, and training employees following IESC Human Resource Policy;
- Maintaining a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; recommending, planning, and implementing pay structure revisions;
- Preparing monthly salary calculation based on updated Government of Vietnam's policies on personal income tax (PIT), insurances and trade union contributions;
- Serving as the main point of contact with Insurance and Trade Union Departments;
- Maintaining employee benefits programs and informing employees of benefits;
- Ensuring legal compliance by monitoring and implementing applicable human resource requirements in Vietnam;
- Maintaining management guidelines by preparing, updating, and recommending human resource policies and procedures;

- Completing human resource operational requirements by scheduling and assigning employees as well as following up on work results;
- Overseeing and managing a performance appraisal system that drives high performance;
- Supporting the management team in dealing with HR issues swiftly and appropriately per IESC's Human Resources policies;
- Travel regionally as required; and
- Perform any other task assigned by the supervisor to meet project objectives.

QUALIFICATIONS:

- Bachelor's degree in relevant field, Master's degree preferred;
- Minimum 5 years' experience working in human resources;
- Business awareness and management skills;
- Excellent coordination and teamwork skills;
- IT skills required for managing/operating computerized payroll and benefits systems;
- Interpersonal skills to form effective working relationships with people at all levels;
- Integrity, approachability, and personal discretion, as managers and staff must feel able to discuss sensitive and confidential issues;
- Influencing and negotiating skills to implement personnel policies;
- Demonstrated leadership and integrity, and proven organizational skills;
- Maturity, professionalism, and positive attitude;
- Experience with official development assistance (ODA) projects, particularly those funded by USAID, is a plus; and
- Fluency in written and spoken Vietnamese and English required.

Interested candidates are requested to submit their application **ONLY** at the following link:
<https://chp.tbe.taleo.net/chp01/ats/careers/v2/viewRequisition?org=IESCORG&cws=39&rid=1259>

IESC is an Equal Opportunity Employer. Please note that this position is intended for a Vietnamese national only. CV and letter of interest should be in English. Applications will be reviewed on a rolling basis and the position will remain open until filled. Early applications by COB December 16th, 2019 are strongly encouraged.