

act:onaïd Job Description and Person Specification

Job Title:	HR BUSINESS PARTNER		ABP
Reports to:	Operations Director	Job Family:	Operations Management
Location:	Head office with travels to the fields and internationally as required		
Direct Reports:	Consultants/ Interns/ Volunteers (as appropriate)		
Role Overview			
The HR Business Partner actively works within assigned tasks and ensures HR administration system & HR policies is developed and maintained to support employees and maintains effective relationship with AAV's counterparts and partners.			
Role Accountabilities			
Key Accountabilities/ Responsibilities:	Activities		
Human Resources Policies	<ol style="list-style-type: none"> 1. Implement Human Resources Policies and Guidelines <ul style="list-style-type: none"> • Operations policies and guidelines are implemented consistently and transparently. • Inputs are provided actively and constructively to develop and revise the relevant policies and procedures in compliance with local labour law. • Staff are regularly advised on relevant regulations and laws; new staff are well inducted. • Performance appraisal is updated and done properly and timely with suitable guidelines and facilitation • Change managements are facilitated • Support to audits of HR, Admin and IT is evidently provided 2. Implement procedures in staff recruitment, dismissals, departure, promotion handover and delivers induction on HR for staff <ul style="list-style-type: none"> • Petty cash payments are done conveniently and in line with AAV's policies; • Monthly payment request is correctly made and sent to HoF for approval; • Annual budget for Administration function is well prepared and implemented; 3. Implement and monitor staff labour contract management <ul style="list-style-type: none"> • Letter of Offers, Labour contracts and relevant annexes are issued in accordance with Labour Code and current HROD Policy Manual 		
Human Resources Administrations	<ul style="list-style-type: none"> • Staff's contracts, payments, benefits and conditions are ensured following prevailing agreements, prevailing laws and organisational policies • Monthly salary memo is prepared for approval by 20th day of the month ensuring the correct information and adequately backed up. • Reports to insurance companies are prepared as required. • 24/7 and statutory Insurance payment and claims are checked and followed up to ensure the compliance of the organization and the benefits for parties concerned. 		

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	<ul style="list-style-type: none"> • Staff are advised on national and AAI social insurance schemes. Feedbacks from staff and end-users on insurance are well reflected in the next round of contracts with insurance suppliers. • Liaising with DIPSERCO/SCEDFA/FOSCO/Insurance Company and/or other authorities concerned for staff issues: New staff registrations, insurance and payment, Leavers, Salary changes, recruitments.
Performance Review	<ul style="list-style-type: none"> • Support departments to conduct performance reviews • Ensure planning, monitoring the process of performance review
Propose and implement Staff well-being	<ul style="list-style-type: none"> • Proposes and implement team building programmes and staff/public relations to ensure a positive working environment in the organisation. • Co-organize staff events: staff meetings, staff retreats, farewells and welcome etc. • Get to know and propose proper staff relations activities such as visiting sick staff/relatives, funerals, weddings, funerals...Take charge in representing HR function and AAV to carry out the task as guided by Operations Director.
Employee Induction & Training Events	<ul style="list-style-type: none"> • Map out training plans and schedules, supporting to design and develop training programs for new and existing staff, partners. • Manage and maintain in-house/out-house training facilities and equipment.
Corporate Responsibilities	<ol style="list-style-type: none"> 1. Safety and Security <ul style="list-style-type: none"> • AAI Safety and Security procedure is localised, updated and put into practice. • Act as Safety and Security focal person if appointed • The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed. • The safety and security procedures for staff are implemented • Risks for staff safety and security are reported timely to Security Focal Person or Head of Department. 2. Child protection <ul style="list-style-type: none"> • AAI Child protection policy is localised, updated and put into practice. • The Child protection policy and guidelines by AAI and AAV are followed. • All violations of Child protection policy are reported to Focal Person or Head of Department. 3. Anti-sexual harassment <ul style="list-style-type: none"> • The Anti sexual harassment is localised, updated and put into practice. • Act as Anti sexual focal person if appointed. • The Anti sexual harassment policy and guidelines by AAI and AAV are followed. • All violations of Anti sexual harassment policy are reported to Focal Person or Head of Department. 4. Others: <ul style="list-style-type: none"> • Other tasks as assigned by line manager are well performed.
Key Relationships to reach solutions	
<i>Internal (to ActionAid or team)</i>	<i>External</i>

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<ul style="list-style-type: none"> • All AAV, AFV Staff • AAI's focal people on issues 	<ul style="list-style-type: none"> • AAV's partners, suppliers and service providers
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • University degree in administration/ business management/ social science or relevant field
Experience	<ul style="list-style-type: none"> • At least 3-year relevant working experience
Essential knowledge and skills	<ul style="list-style-type: none"> • Good understand of Vietnamese Labour Law • Time management, office administration • Organisation skills • Communication skills • Writing skills
Others	<ul style="list-style-type: none"> • Adherence to: <ul style="list-style-type: none"> - Right-based approach - Poverty and injustice eradication - Gender equality • Attitude: <ul style="list-style-type: none"> - Independent and decisive - Integrity and supportive - Open for learning and solutions - Teamwork - Result-oriented and accountable • Safety and security • Child protection • Anti-sexual harassment

This job description covers the main task and conveys the spirit of the sort of tasks that are anticipate proactively from staff. Other tasks may be assigned as necessary according to organizational needs

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, AAV's competencies which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility