

Human Resource and Finance Officer

JOB ANNOUNCEMENT – HUMAN RESOURCE AND FINANCE OFFICER

The University of North Carolina in Vietnam is a research organization of the University of North Carolina at Chapel Hill, USA. Our missions are conducting clinical research of new treatment methods for HIV prevention, TB treatment, mental health in both treatment and behavior changes for people living with HIV, TB patients, men who have sex with men and people who inject drug. Our partners are Hanoi Medical University, Hospitals in Hanoi, Provincial CDCs nationwide. We are conducting clinical trials of HIV/AIDS Prevention Trial Network (HPTN) and AIDS Clinical Trial Group (ACTG).

We have been conducting HPTN 083, a clinical trial to evaluate the safety and efficacy of the injectable agent, cabotegravir (CAB LA), for pre-exposure prophylaxis (PrEP) in HIV-uninfected cisgender men and transgender women who have sex with men (MSM and TGW). This study is conducted by The University of North Carolina (UNC), Hanoi Medical University in a cooperation with the 198 Hospital for 6 years.

In addition to the HPTN 083 study, we are currently one of the research sites selected for a new clinical trial which is a study looking at hepatitis B vaccination in adults living with HIV. The study will involve individuals who have received a previous hepatitis B vaccination, but the vaccine did not respond well and individuals who have never received the vaccination. The study will compare how well an individual responds to the vaccine in different groups based on the type of vaccine and number of doses.

We are also preparing for a TB treatment clinical trial to test a new TB regimen for MDR-TB patients and their Household Contacts.

We are now seeking a talented, dedicated and committed individual to join our team with the position of **Human Resource and Finance Officer** working at UNC Vietnam Office in Hanoi.

Position: 01 HR and Finance Officer

Based in Hanoi.

Report to: Operations and Finance Manager

Position Summary:

Under the direction of Operations and Finance Manager, this incumbent of this position is responsible for HR management assistance, overseeing and controlling finance and accounting procedures as well as providing support in administration for projects to ensure the effectiveness and efficiency of HR, Administration and Financial management in UNC Vietnam office.

Specific roles and responsibilities:

1. *Human Resource management assistance:*

- Assist in the procedures for staff recruitment: posting the job announcements, supporting in scanning CVs of candidates, and arranging the interviews with shortlisted candidates.
- Support to prepare IC Contracts, labor contracts for UNC Vietnam staff to submit to UNC Chapel Hill
- Prepare consultant services contracts.
- Set up user, account, server authorization access, provide guidance and orientation about the office for new staff.
- Assist in Annual Performance review for staff
- Organize the Annual Health check for UNC staff.
- Work with the insurer about the Medical care and Accident insurance contracts for staff and related insurance claims.
- Manage the HR filing system.
- Support in updating periodically the UNC Vietnam HR Manual.
- Make reports regarding the personnel to submit to UNC at Chapel Hill and to government agencies if required.

2. *Payroll processing, SHU, PIT reconciliation and reporting:*

- *Payroll processing:*
 - Prepare monthly payroll and process the payroll including the payment of Social Health Unemployment Insurances (SHU insurances), Personal Income tax (PIT).
 - Make the payment of other fringe benefits for staff
 - Make the payment vouchers and JEs vouchers related salaries and fringe benefits.
 - Calculate and make 13th month bonus for UNC Vietnam staff on annual basis.
- *Reporting:*
 - Make monthly salary reports to submit to UNC at Chapel Hill.
 - Be responsible for preparing and submitting quarterly PIT declaration and annual reconciliation using Taxation software system.
 - Prepare and submitted required forms and reports on software for SHU and post or deliver the documents to Hanoi Social Insurance Agency.
- SHU, PIT reconciliation:
 - Be responsible for working with Hanoi Social Insurance agency on registering, paying and reconciling Social Health Unemployment insurance for UNC Vietnam staff.
 - Be in charge working with Hanoi Taxation Department on PIT reconciliation.

3. *Accounting, disbursement, and financial reporting of project expenses:*

- *Accounting and disbursement:*
 - Prepare payment/ received vouchers and make e-banking wire transfer or cash payment for expenditures of UNC's projects to get them reviewed by Operations and Finance Manager and approved by In-country Director.
 - Check all cash payments to ensure the compliance with UNC rules and regulations and internal policy and procedures.
 - Support Operations and Finance Manager in preparation of Advance request for wire transfer to submit to UNC Chapel Hill based on the projection of expenditure in the period.
 - Check all the invoices, financial supporting documents submitted by study site staff and by partners to reconcile advance and to make financial report.

- Financial Reporting:
 - Key in all accounting entries in Quick Books for different projects.
 - Prepare relevant non-cash accounting journal entry (JE) for advance reconciliation of sub project office and of partners, get Operations and Finance Manager review and In-Country Director approval for entries into accounting system. This includes JEs for staff benefit accruals and necessary adjustment.
 - Prepare the financial reports (Invoices) to submit to UNC Chapel Hill for reconciliation of cash advances for projects.
 - Make the tracking the expenses versus budgets of UNC's projects
 - Support the Operations and Finance Manager in maintenance of accounting records filing system, not limited but including soft and hard copies of documents.

4. Partner Agreements/ Contracts management

- Develop the MOUs, Cooperation Agreement with partners for implementation of studies.
- Draft the Liability Contracts or Services contracts with partners (in Vietnamese and English).
- Prepare, develop the budget for the contracts.
- Manage the payments for the contracts and carry out procedures for liquidation of contracts upon completion

5. Administration:

- Accompanied with other admin staff to provide admin support such as ensuring daily cleaning, office hygiene as well as safety and security measures in the office.
- Work closely with other staff for logistic arrangement of meetings and workshops and other admin-related services
- Assist in logistics and travel arrangement for business trips of experts and the overseas trips of UNC Vietnam staff.
- Be responsible for procurement of goods and services for UNC's projects if required.
- Assist in setting up new UNC's study sites.

6. Perform other tasks as required by Supervisor

Required qualification and skills:

- BA in Economics, Finance, Foreign language, or equivalent experience in relevant fields
- Minimum of 5-year relevant experience in HR management, Administration and Accounting.
- Experience working in an international NGO, multilateral agency, or donor context preferred
- Good problem solving, analytical mind, compliance, negotiating and presentation skills
- Ability to establish priorities and plan, organize, and coordinate a variety of work activities
- Attention to detail
- Team spirit, flexibility, commitment, and the belief that no task is unimportant
- Be able and open to learn new knowledge
- Fluent spoken and written English
- Good computer and MS Office skills
- Experience with QuickBooks Pro accounting software is an advantage.

Salaries and Benefits: Competitive salary

How to Apply:

Interested candidates are invited to email a cover letter with contacts for three references and a CV to Mrs. Luong Thi My Ly at lylm@live.unc.edu ^[1] (in the subject line, please put "HR and Finance Officer"), or by post to the UNC office at Room 407-408, Building A2, Van Phuc Diplomatic Compound, No. 298 Kim Ma street, Ba Dinh district, Hanoi no later than **23 December 2021**.

We are sorry that only short-listed candidates will be contacted for interview.

Job Details

Organisation Name:

UNC

Location:

Hanoi

Application Deadline:

Thu, 2021-12-23

VUFO-NGO Resource Centre | Trung Tu Diplomatic Compound, 6 Dang Van Ngu, Dong Da, Hanoi, Vietnam | Email: administrator@ngocentre.org.vn | Tel: +84 24 3832 8570
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[1] <mailto:lylm@live.unc.edu>