

VACANCY ANNOUNCEMENT: HR AND ADMINISTRATION MANAGER

AIP FOUNDATION

AIP Foundation is a non-profit organization dedicated to saving lives on the roads and increasing access to safe, equitable, and sustainable mobility for all. We envision a world with zero road injuries and fatalities. Beyond empowering underserved road user communities, AIP Foundation tackles injustice related to youth engagement, workers' rights, gender equality, and environmental issues. For further information, please visit www.aip-foundation.org

WHO WE ARE

- 50 passionate humans making the world a better place
- An inclusive and women-led non-profit
- A blend of local and international employees implementing programs in Vietnam, Cambodia, Thailand, India, and the Philippines

We are looking for a local qualified candidate to fill the following position at our head office in Ho Chi Minh City, Vietnam:

HR & ADMINISTRATION MANAGER

Duty station: Ho Chi Minh City, Vietnam (preferred) or Hanoi, Vietnam
Status: Full time. Permanent
Application due: June 24, 2022
Starting date: As soon as possible

POSITION PROFILE

The HR & Administration Manager is responsible for the management of administration and human resources functions across all AIP Foundation offices. S/he coordinates recruitment and retention, compensation, benefits, training and employee relations; and oversees the implementation of policies and practices related to human resources. Working with Operations staff in different country offices, the HR & Administration Manager advises Line Managers and staff regarding employment regulations, and ensures that organization practices are in compliance with local country requirements. The HR & Administration Manager directly supervises two staff and reports to the Finance, Admin & HR Director.

KEY RESPONSIBILITIES

- Lead and coordinate the organization's routine tasks related to human resources and administration, while promoting values of efficiency, responsiveness, and accountability
- Implement recruitment process of full-time, part-time, and temporary employees and volunteers

- Develop, implement and manage staff performance and professional development plan that aligns with the organization's mission, vision, and objectives and drives high performance
- Nurture a positive working environment and define employee relations practices necessary to promote a high level of employee morale, engagement, and motivation
- Assess HR & Admin procedures; propose improvements to strengthen internal controls, efficiency, and effectiveness of processes; create and maintain HR and Admin system and master files
- Administer HR policies and procedures and periodic updates to AIP Foundation Staff Handbook; work closely with departments at head office and country offices to ensure familiarity and compliance with Staff Handbook, as well as compliance with government laws and contractual obligations
- Continuously work on developing the most effective and economical recruitment plan and methods, and ensure that they align with current and future needs for the organization's human capital

REQUIREMENTS: QUALIFICATIONS, EXPERIENCE, SKILLS

- Post-Graduate qualification in Personnel Management or Business Administration (MBA)
- Specialization in Human Resources is preferable
- A minimum of 5 years management experience in a corporate or an NGO environment with a total of work experience of 7 to 10 years
- Management and team building skills, including the ability to supervise and motivate qualified professional staff with strong personal value systems
- Ability to plan and organize a substantial workload that includes complex, diverse tasks and responsibilities in both development and emergency contexts
- Ability to coach, mentor, delegate appropriately and provide developmental guidance to supervised staff
- Analytical, decision making and strategic planning skills and the ability to handle multiple priorities
- Excellent oral and written communication skills in English
- Ability to express oneself succinctly, creatively, and independently
- Diligent, factual, and sense of anticipation
- Competent level of skills in core IT applications, particularly MS Office (Word, Excel, Outlook, PowerPoint), and web-based communications platform

CONTACT AND DEADLINE

Applications are due **June 24, 2022**. However, please note that applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit a one-page cover letter, maximum three-page CV, and three references with current email address and telephone number to our email: jobsvietnam@aipf-vietnam.org
We will inform you before contacting your references.

All applications will be carefully vetted, including working history and background checks.