

Job Title: HUMAN RESOURCES (HR) SPECIALIST

Project: USAID Sustainable Forest Management

Reports to: Office and Human Resources Manager

Location: Hanoi

Date: May 2022

DAI Organization and Values

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action-action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

Project Background

The USAID Sustainable Forest Management Project (the Project) will work with the Government of Vietnam (GVN) to reduce carbon emissions associated with deforestation, the degradation of natural forests, and poor plantation management. The Project will implement a “Green Prosperity” approach that strengthens local communities’ ability to protect their natural resource base and reduce emissions while building a strong foundation for sustainable livelihoods and equitable economic growth.

The Project will work in seven provinces (Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri, Quang Nam) and focus on five objectives:

1. Improve and expand community forest management
2. Increase conservation-friendly enterprises in forest-dependent communities
3. Increase functionality of law enforcement system for forest crimes
4. Improve production forest management practices
5. Mobilize domestic resources for forest management and protection

Roles and Responsibilities

The Project is seeking a full-time HR Specialist focusing on short-term consultant recruitment and monitoring to be based in Hanoi with travel to the Project sites. The HR Specialist will support day-to-day HR activities and report directly to Office & HR Manager of the Project. The HR Specialist will be responsible for key tasks below:

- Under the supervisory of the Office and HR Manager, be responsible for the whole cycle of short-term consultant recruitment process from supporting SOW development, reviewing SOW, advertising open positions; screening/short listing applicants; scheduling/planning interviews and testing, if needed; collecting pre-employment documents and references; EBD verification; and assist Office & HR Manager in finalization recruitment packages in compliance with DAI’s and USAID’s recruitment policies and procedures
- Requesting Oracle IDs, update information of short-term consultants on HR personnel modules (Tamis and Sharepoint) and short-term consultant tracker

- In collaboration with technical staff, monitor Independent Consultant Agreements (ICAs), make amendment of ICAs if needed upon proposal of technical staff and approval of the project's leaders
- Support technical staff in reviewing consultants' timesheets and invoices to ensure information is filled in these templates correctly. Collect and submit all required documents to submit to finance team for payment processing for consultants
- Keep staff updated with new HR-related policies and procedures if any
- Provide back-up support in dealing with HR relevant issues of long-term staff when needed
- Other tasks required by Office and HR Manager, Operations Director, and COP.

Qualifications

- Bachelor's degree in Human Resource Management or related field is required
- At least 8 years of progressively responsible experience in Human Resources
- Experience in working with recruitment procedures of short-term consultants and monitoring independent consultant agreements is an asset
- Ability to apply laws, regulations and instructions and interpret DAI and USAID policy
- Understanding of labor, taxation law, and other applicable rules and regulations in Vietnam
- Excellent communication with strong English/Vietnamese writing and speaking, and negotiation skill is required
- Ability to perform high-level duties with minimal supervision
- Computer literate: MS Word, Excel, Power Point, and any HR Management database
- Willing to travel and work in the field, as required.

How to apply and requested documents

Interested candidates are requested to submit:

- A CV in English
- A cover letter in English indicating why you are suitable for this position
- Scanned copy of related degrees

to our recruitment email at VietnamSFM@dai.com. Please quote the position title in the subject line: "Candidate's full name _ HR Specialist"

Deadline for application: 5.00 p.m. (Hanoi time), June 10, 2022

To learn more about DAI, please visit our website: <https://www.dai.com/>

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factor.