



JOB VACANCY ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the field of Mine Action. We have operated in Vietnam since 2007 with Representative office and projects in Hanoi, Hue, Quang Tri and Quang Binh. **NPA Vietnam** is developing for setting up **a new project in Kon Tum** province. We are seeking for qualified, enthusiastic, experienced Vietnamese applicants for the fulltime **Provincial Programme Manager (PPM)** based in **Kon Tum city** with travels to field offices in provinces as work required.

Terms of reference:

Under the supervision of the HRAM and PPM, the HRO oversees and manages HR administrative procedures and other tasks to ensure effective and efficient HR administration and cash management of the project office in line with all current legislations of Vietnam and NPA HR policies and procedures.

1. General:

- Assist HRAM in organizing HR events: annual orientation, trainings, coaching ... for NPA staff
- Assist HRAM in procedures and paperwork for recruitment, contracting and leaving staff
- Collect and file the performance evaluation to staff's profiles in hard and soft copies;
- Register for staff changes to respective local authorities;
- Responsible for administering the project office personnel filing system in soft and hard copies of employees' profiles, contracts, in/out correspondence etc.;
- Closely coordinate to other HRO in Hanoi office to complete all required routine and/or arisen tasks of HR and Admin services;
- Ensure all applied compensation and benefits comply with NPA's policy, procedure and legislation of Vietnam;
- Submit periodical reports to HRAM or other report related when required;

2. Compensation:

- Calculate monthly payroll and arrange timely and accurate payment requests and supporting documents for HRAM review;
- Prepare monthly payslip for the project national staff;
- Coordinate to Finance and HRO in Hanoi office to ensure timesheets for all employees and partners of the project tracked and reported within the timeline of every month;
- Update leave record and provide prompt and accurate verification on leave requests;
- Complete the required papers, final compensation, severance allowance and other paperwork for leaving employees as process;
- Assist HRAM in participating in salary and benefit survey;



3. Benefits:

- Oversee of private Health and Accident Insurance, compulsory insurance, travel and other insurance benefits for employees monthly and upon case-by-case basis;
- Handle all paperwork and procedures, liaise government insurance agency and other authorities for related Compulsory Insurances and labor management issues of national staff in a timely manner as per mandatory requirement;
- Oversee private Health-Accident Insurance for employees including but not limited to: assist in finding suitable insurance provider annually, timely update changes on staff list to HRAM for updating to Insurance provider, assists employees in claim procedures, request scheduled payments as per contract and settle contract at due time;
- Assist HRAM in searching/ identifying suitable suppliers of services: legal consultancy/ annual health check, and others for HR & Admin. service needs;

4. Administration and Petty Cash:

- Be responsible of all office administrative work, ensure of the office is always clean and tidy, equipment, stationery and other necessities are in good conditions and ready for the office function properly;
- Draft official documents, letters, and other administrative documents;
- Send, receive, archive official administrative documents such as correspondence, documents, agreements, contracts, etc. safely and neatly;
- Facilitate organizing meetings, trainings and events as the approved plan;
- Write meeting minutes for internal meeting and/or any meetings which HRAO also attends;
- Ensure proper office supplies and security for the office;
- Book and coordinate travel arrangement for NPA staff and NPA expats, visitors (including but not limit to visas, work permit, driving license, air-tickets, accommodation and other arrangements) in the project;
- Prepare requisition and payment claim for any need arrangement for the office;
- Management of the project Petty Cash;
- Perform monthly cash count for the project office;
- Cooperate with Finance officer and make necessary monthly cash book report as required by Finance Manager;

5. Perform other tasks and duties assigned by HRAM/PPM.

Qualification and experience requirements

- Bachelor degree (majors in English, Economics, Law, IT/IM, etc.)
- Fluent English Speaking/writing skills
- At least 02-year experience in HR and/or Admin, preferably worked in foreign companies/organizations



- Possess good analytical, Interpersonal, Communication Skills
- Good time management and organizational skills and keen on details
- Able to handle confidential information appropriately
- Able to work under stress to meet tight deadlines and handling multiple tasks.
- Master at Excel and other MS skills are advantages
- Self-motivated, independent and proactive.

Application submission

Interested candidates are requested to submit a CV, a cover letter (in English) to express why you are fit for the post and NPA, copies of related degrees/ certificates and 03 references to NPA via e-mail address recruitment.vn@npaid.org.

Please indicate clearly the POSITION you are applying for in your email subject.

The employment commencing date will be in February 2023. Women and people with disability are encouraged to apply. Only short-listed candidates will be notified.

The closing date for applications is at 5pm on [11 December 2022](#) or may be earlier if we have qualified candidates for our recruitment requirement./.