

Senior Human Resource and Finance Officer

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

Position: 01 Senior HR and Finance Officer

Based in Hanoi.

Report to: Operations and Finance Manager; In-country Director

POSITION SUMMARY:

The incumbent of this position is responsible for HR management, overseeing and controlling payroll, SHU, PIT procedures as well as salary reporting. She/ he also provides advisory and consultancy to the management board in related HR management strategy and policies to ensure the effectiveness and efficiency of HR, Administration and Financial management in UNC Vietnam office.

SPECIFIC ROLES & RESPONSIBILITIES:

1. Human Resource management:

- HR Management strategy and HR policies: Human resource strategy planning, advising the Director on human resource management; Update labour law, Company policies; Ensure compliance with labour regulations and Vietnamese Law, Company regulations; Make plans and budget for personnel by studies; Inspect, implement, and adjust policy processes.
- Recruitment and signing contracts: In-charge of recruitment, training, salary, bonus and welfare for employee.
- SHU, Medical care and Accident insurance, PIT, Annual health check: Participate in building salary, bonus and welfare policies for employees..
- Timesheet and leave record tracking and monitoring: Check accuracy of staff timesheets and leave record and to ensure the timesheets and leave forms are fully filed and kept and well tracked
- Performance review: Coordinate the probation performance review for probation evaluation and annual performance Appraisal: Propose salary changes and process the related

procedures for applying new salary

- Contract termination procedures: Carry out the procedures for contract termination
- HR reports: Update the contract tracking file for personnel and make reports and submit the personnel documents to local government authorities as well as the UNC at Chapel Hill.
- HR filing system: Maintain the recruitment and personnel filing system, both electronic and physical

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

- Prepare monthly payroll and process the payroll including the payment of Social Health Unemployment Insurances (SHU insurances), Personal Income tax (PIT).
- Make monthly salary reports to submit to UNC at Chapel Hill.
- Be responsible for working with Hanoi Social Insurance agency on registering, paying and reconciling Social Health Unemployment insurance for UNC Vietnam staff.

3. Perform other tasks if required.

Required qualification and skills:

- BA in Human Resources, Economics, Finance, Foreign language, or equivalent experience in relevant fields
- Minimum of 5-year relevant experience in HR management, Administration and Accounting.
- Strong time management skills with a proven ability to meet deadlines
- Fluent spoken and written English
- Good computer and MS Office skills

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 “**Application for Senior HR and Finance Officer_full name**”), or by post to the UNC office at Room 407-408, A2 Building, Van Phuc Diplomatic Compound, No. 298 Kim Ma street, Ba Dinh district, Hanoi no later than **19 March 2023**.

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

Job Details

Organisation Name:

UNC

Location:

Hanoi

Application Deadline:

Sun, 2023-03-19

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>