



Job Description

HUMAN RESOURCES AND ADMINISTRATION SPECIALIST

Overview

The Human Resources and Administration Specialist (HRAS) provides mainly human resources (HR) and administration support for the activities and operations of the Vietnam Education Foundation (VEF) Field Office in Hanoi while coordinating closely with, and providing any additional support to, the VEF U.S. Headquarters office. S/he reports directly to the Country Director (CD) in the VEF Hanoi Office. S/he works closely with the Administration Officer (AO) in the U.S. Headquarters office. The Executive Director (ED), located in the U.S. Headquarters, heads VEF.

The Vietnam Education Foundation (VEF) is a U.S. Federal Government Agency (www.vef.gov) with all final decisions and guidelines for all VEF activities and operations determined by the U.S. headquarters office.

Specific duties and responsibilities

I. Human Resources

The Human Resources and Administration Specialist will take lead in all tasks related to human resources (HR) in the VEF Hanoi Field Office, including but not limited to the following:

- a. Develop, maintain, and update policies related to human resources in order to adhere to any relevant Vietnamese and U.S. regulations regarding hiring, training, firing, and safety while following legal counsel guidance and directives.
- b. Update the VEF Hanoi Field office *Staff Manual* and ensure that its rules and policies are incorporated into the daily office routine in Hanoi.
- c. Create, update, and maintain all job descriptions within the VEF Hanoi Office under the guidance of the CD. Assure that the AO has a copy of each job description.
- d. Manage the recruitment process for the VEF Hanoi Office, including the following: advertising, screening, and arranging interviews for candidates; completing reference checks; corresponding with the candidates as needed and to inform them of the results.
- e. Manage all matters related to new staff: (1) set up the work station and work-related equipment and materials; (2) organize and conduct the orientation to ensure that the organizational and Ethics regulations are described and understood; and (3) follow up with the implementation and completion of probation, development, and other status changes.

- f. Review and oversee the VEF Hanoi staff HR compensation and benefits, including payroll, compulsory insurance, and personal income tax finalization implemented by VEF's outsourced HR company handling payroll.
- g. Coordinate, manage, and document the Hanoi staff files, including offer letter, labor contract, performance review, and termination/resignation. Assure that the AO has a copy of, or access to, these same documents.
- h. Support and manage the VEF Hanoi staff individual and group training programs.
- i. Manage the staff out-processing exit procedure, including resignation and termination letters, hand-over note, and VEF property return. Coordinate with the VEF HR company in finalizing and processing the resignation/termination benefits and closing the insurance book as well as any other related matters.
- j. Manage and verify the VEF Hanoi staff timesheets through the online timesheet record system.
- k. Take lead in arranging the annual health check for the Hanoi staff and in organizing the VEF staff retreat when planned.
- l. Organize the process for yearly evaluations as well as promotions and salary adjustments.
- m. Prepare HR reports as required or requested, such as salary pay history, timesheet report, etc.
- n. Conduct the process of selecting the appropriate supplemental health insurance programs for the VEF Hanoi staff, and once selected, coordinate with the insurance company as needed.
- o. Coordinate with HR consulting companies for surveys, if requested by the ED to participate.
- p. Other duties as assigned by the CD or the ED.

II. Administration

- a. Provide support in assuring proper operation and maintenance of office equipment.
- b. Arrange for purchase of materials and supplies, staying within budget.
- c. Assist the Hanoi Office, as needed, with logistical arrangements related to the VEF programs and activities, especially during the major projects and events of VEF in Vietnam, including the Pre-Departure Orientation, the Alumni Conference, and the Interview Mission.
- d. Other duties as assigned by the CD or the ED.

Qualifications and requirements

- 1. Vietnamese national.
- 2. A minimum of a Bachelor's degree in a business related field.
- 3. At least **five** years of relevant work experience in human resources, preferably with an international development organization, educational exchange organization, or with the international division/department of a non-profit agency or academic institution.
- 4. Working knowledge of the Vietnam Labor Code.
- 5. Solid knowledge of human resources processes and procedures.
- 6. Excellent knowledge of office procedures and general office equipment.

7. Strong computer skills in using Microsoft Office Suite (Outlook, Word, Excel, Power Point, Access, and Project) and other automated systems as well as Internet skills in doing online research.
8. High sense of keeping sensitive and personnel information confidential.
9. Fluency in English (listening, speaking, reading, and writing).
10. Strong interpersonal, oral, and written communication skills.
11. Superb skills in working as a member of a team.
12. Excellent ability to organize work and meet deadlines, demonstrating self-motivation and a performance orientation.
13. Ability and availability to travel in-country and internationally as required by VEF.

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APPLICATION PROCEDURE

DEADLINE FOR RECEIPT OF APPLICATIONS: TUESDAY, DECEMBER 10, 2013

Please send the following by email: 1) a cover letter in English, specifying how you meet the qualifications (as stated in the online job description); and 2) your resume in English with your full contact information, including an email address, to the following **TWO** email addresses by **Tuesday, December 10, 2013**:

1. TalentNet Corporation

Unit 506, International Center Building, 17 Ngo Quyen, Hanoi

Email: nguyen.t.hai.yen@talentnet.vn

2. Vietnam Education Foundation

Room 502, Hanoi Towers, 49 Hai Ba Trung, Hanoi

Email: recruitment@vef.gov

Please indicate “VEF” and the title of the position for which you are applying in the subject line of the email.

Date of hire: Immediate

The position will remain open until filled.

PLEASE - No follow-up phone calls or inquiries to VEF.

Short-listed candidates will be interviewed by phone by the VEF interview team. Successful candidates of the phone interview round will be invited for a face-to-face interview at the VEF Hanoi Office.

As a finalist, you will be required to provide VEF with copies in English of your university transcripts, diplomas, and three letters of recommendation, which reflect your professional qualifications. At the face-to-face interview, you are required to give a 15-minute power point presentation on (1) your understanding of the required qualifications and skills of the VEF Human Resources and Administration post with focus on the technical components and (2) your relevant experiences and skills which you will apply to carry the duties of this

position. This is followed by a 30 - 45 minute Q&A session. As part of the selection process, you will then have 45 minutes to do assignment using MS Office.

THE VIETNAM EDUCATION FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER.
