

Human Resource Officer

Samaritan's Purse - Vietnam is a nonprofit organization providing aid to hurting people around the world. Since 1999, Samaritan's Purse - Vietnam has been committed to improve the lives of the poor, provide vocational training, rural health care and support to institutionalized/ at risk children. We are currently seeking for a national qualified candidate to fill the position of Human Resource Officer based in Hanoi.

Job Title: Human Resource Officer

Department: Operation

Reports To: Operation Manager

SUMMARY

The Human Resources Officer will be responsible for coordinating recruitment, staffing, compensation, benefits, contracts, and visas for Samaritan's Purse Vietnam and will ensure all policies and procedures are in compliance with national law.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate the timely recruitment, selection, contract preparations and renewals for all staff. Facilitate severance payment when staff members leave the organization.
2. Maintain and monitor timesheets and leave records and generate summary reports by the end of each month. Administer staff insurance benefits/claims including maternity leave, sick leave, unemployment, and childcare leave.
3. Coordinate performance reviews, recommendation letters, and promotions, and provide support in the event of disciplinary action, grievance hearings, or collective disputes.
4. Ensure human resource systems, policies, and procedures are in compliance with local labor laws and regulations and understood and followed by all managers and staff.
5. Monitor and announce staff birthdays, weddings, childbirth, and service awards. Coordinate any necessary arrangements such as gifts or home visits.
6. Maintain and strengthen relationships with relevant agencies - DIPSERCO, MOLISA, and PACCOM – and notify the Operations Manager of any changes to the Vietnamese Labor Code, Social Insurance Law, Personal Income Tax Law and any other laws that might affect employees.
7. Ensure that all staff members are registered with DIPSERCO. Report on number of national

employees, and update employment recruitment and termination to DIPSERCO every six months.

8. Monitor and process application and extension of visa, work permit, and residence card for international staff. Notify international staff two months prior to date of visa renewal.

a. Ensure documents are translated and notarized at the consular department of Hanoi and criminal records are notarized and checked at the Vietnamese Justice Department

b. Report the recruitment demand of international staff to the President of People's Committee two months prior to the date of arrival.

9. Other duties as assigned by the Operations Manager.

QUALIFICATIONS:

- Minimum three years' experience in human resources with NGOs preferred.
- Commitment to Samaritan's Purse mission, vision, values, and policies
- Knowledge of Vietnamese Labor Law
- Able to maintain the highest standard of confidentiality
- Fluent English, both verbal and written
- Excellent interpersonal communication and teamwork skills
- Demonstrated ability to take initiative, solve problems, and remain flexible

Closing date for applications is March 31.

The completed application must include a letter of interest and CV. Only short listed applicants will be contacted for interview. CV and other related document will not be returned.

Samaritan's Purse International Relief, Human Resources Department

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or send by email to nnhung@samaritan.org