

Human Resources Officer

PURPOSE OF THE POSITION

As the Human Resource Officer, you are responsible for recruitment & selection, implementation of HR policies and procedures, social insurance, the operation of HRIS, BambooHR and other online systems ensuring productivity, efficiency and professional services, contributing to the reputation of the ChildFund in Vietnam's work as a thought leader in its specialist areas of focus: child rights and child protection, education, health and wellbeing for children.

KEY DUTIES

- Take the lead in developing, reviewing and updating all HR and operational policies and procedures in alignment with relevant stipulations of ChildFund Australia and Vietnam's laws;
- Ensure compliance and good practice through regular communication and training of policies to all staff members, including support to other Departments (Program/Finance/Public Affairs) in delivering their Department's work-related procedures;
- Implement the full recruitment and selection process, promoting talent management through all stages of the recruitment cycle, including the creation of strong talent pipelines to meet current and future recruitment needs;
- Manage employees' labour contracts including arrangement of new contracts and appendices, contract end or renewal;
- Coordinate the Onboarding program and Probationary period evaluation for new staff;
- Register and update Social Insurance, Health Insurance, Unemployment insurances for all staff. Manage the termination process including final payment calculation;
- Maintain and update both manual and electronic filing systems for HR works, including operation of ChildFund's HR database systems - HRIS and BambooHR, proposing needs of upgrading the systems or adjusting their functions, where's necessary;
- Prepare and manage the HR activities' budget. Conduct annual salary survey and do analysis to be able to review and propose salary range updates for ChildFund;
- Be the secretary to take minutes of SMT and HR meetings, and other HR personnel administration work, when authorised by the line manager.

NECESSARY QUALIFICATIONS & EXPERIENCE

- Bachelor degree in Human Resources Management or a relevant subject;
- At least 3 years' general HR experience;
- Previous experience in a development and/or international organisation;
- Experiences in training & development activities, being familiar with preparing a variety of materials for training events;

DESIRABLE QUALIFICATIONS & EXPERIENCE

- Experience in developing HR communications materials in relevant software;
- Experience in developing and implementing HR policies and procedures.

Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.

SKILLS

Up to date knowledge and application of latest HRM theory and popular practice, of labor codes; Excellent Applications of MS tools, HR software and report design;

Excellent verbal and writing communications;

Change management skill;

English and Vietnamese proficiency;

Good client service handling;

Good self-directed learning skills;

Excellent computer literacy.

CHILDFUND AUSTRALIA'S VALUE

Commitment to ChildFund Australia's values – Respect, Integrity, Collaboration, Change, Empowerment & Excellence

Department: HR & Support Services Department

Location: ChildFund Australia Representative Office in Vietnam, Level 5, 127 Lo Duc, Hai Ba Trung District, Hanoi, Vietnam

Employment: Full-time, Initial three-year employment agreement, with option to extend upon mutual agreement

Reports to: Head of HR and Support Services

Other Information: must have criminal background check before joining the organisation

Please apply at: [Work with us - Employment Opportunities at ChildFund Vietnam](#)





ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists more than 23 million children and their families in over 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

ChildFund Vietnam’s projects focus on education, water and sanitation, sustainable livelihoods, child rights and child protection, food security, and maternal and child health, including HIV prevention. ChildFund Vietnam also prioritises building the resilience of young people, by giving children and youth the opportunity to take part in sports, vocational education and life skills training, and supporting their participation in local decision-

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 15 days of paid annual leave in the first year of service. From the second year onwards, leave entitlement is 20 days plus one additional day for every 5 years of service. You are also entitled to personal/carer’s leave, paid parental leave, school leave, child sick leave, study leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), Personal Accident Insurance and Outpatient Treatment Insurance. This program is also extended to family members depending on staff’s tenure with the organisation.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

Internal Social Welfare

ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities (“Good Friday”).

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Vietnam
you will be
contributing to every
child being able to
play, learn, and grow.