JOB DESCRIPTION

Position title: Human Resources Assistant, WWF-Viet Nam
Reports to: HR Managers, WWF-Viet Nam
Supervises: N/A
Location: Ha Noi Office
Date: Sep 2023

I. Background
WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at http://vietnam.panda.org/.

WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

II. Major Functions
The HR Assistant supports the HR Department in the provision of a high quality and professional human resources services for WWF-Viet Nam through the effective administration of human resources system, processes, policies, and procedures including HR Management system, Recruitment and Training, Compensation and Benefits, etc.

III. Major Duties and Responsibilities:

- Provide admin. support for Recruitment process, including prepare and post job advertisement; collect the CVs and send to the recruitment panel; arrange the interview; do the reference check, etc...
- Work with relevant Line Managers and other teams (IT, Admin...) to arrange for new staff’s onboarding: email account, laptop, workstation, staff announcement, staff’s registration with Management agencies.
- Coordinate the orientation schedule for new staff to ensure that new staff receive adequate information about the organization and its systems, policies and procedures. Being the first point of contact for employees on any HR related queries
- Maintain updated HR database (HRMS), Organization chart, personnel files, online system as PDJ… Act as Administrator of performance appraisal system, provide technical support to all staff on the process, track the progress and file the final appraisal form.
- Provide administration services in HR aspects including compensations and benefits, health and safety, monitoring of staff leave plans, correspondence, staff separation, etc. to ensure these are implemented effectively.
- Work on Contracts Management/Payment related HR Services.
- Support logistics for monthly payroll: implement Bridger Check for project staff, register dependents.
- Liaising with Social Insurance in Ha Noi & Hue and/or other authorities (SCEDFA & FOSCO…) concerned for staff issues: New staff registrations, departure, insurance and payment, Leavers, Salary changes, salary adjustment to social insurance…
- Support to work with consultant firm & WWF-US to prepare PIT application for USAID COP including support to prepare PIT application for USAID COP & work with Consulting firm to complete the application.
- Arrange logistics and coordinate relevant training programmes for all staff based on the approved training plan, conduct analysis of training evaluation and feedback to control the quality of training service providers.
- Coordinate with Admin Function to organize office social events such as visiting sick people, new baby born, funerals, staff retreat, team building, etc.
- Carry out other assignments given by the Line Manager

IV. Profile

Required Qualifications:
- University degree in HR Management, Organization Development, and business administration or in relevant fields,
bachelor's degree is an advantage.

- 3 years of practical experience in human resources administration
- Experience in monitoring the compliance of HR system, policies, and procedures, preferably in the context of an international organization.
- Experience of working in multi-cultural environment is an advantage.

**Required skills and Competencies**

- Fluency in written and spoken English.
- Presentation and communication skills.
- Organizing / planning, time management and problem-solving skills.
- Detail focus, enthusiastic, friendly, and careful.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly, and innovate fearlessly.

V. **Working Relationship**

**Internal:** work in close collaboration with HR team, finance team of WWF-Viet Nam. Engage with and support other WWF-Viet Nam and Regional Hub staff.

**External:** Interact with focal person of Tax Department, local organizations/authorities, insurance companies, service providers, consultants. Engage with other organizations, HR professionals on HR systems and practices for learning and sharing.

*This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*