



## VACANCY ANNOUNCEMENT: HR AND ADMINISTRATION SENIOR OFFICER

### AIP FOUNDATION

AIP Foundation is a non-profit organization dedicated to saving lives on the roads and increasing access to safe, equitable, and sustainable mobility for all. We envision a world with zero road injuries and fatalities. Beyond empowering underserved road user communities, AIP Foundation tackles injustice related to youth engagement, workers' rights, gender equality, and environmental issues. For further information, please visit [www.aip-foundation.org](http://www.aip-foundation.org)

### WHO WE ARE

- 50 passionate humans making the world a better place
- An inclusive and women-led non-profit
- A blend of local and international employees implementing programs in Vietnam, Cambodia, and Thailand.

**We are looking for a local qualified candidate to fill the following position at our office in Ho Chi Minh city, Vietnam**

### HR & ADMINISTRATION SENIOR OFFICER

Duty station: Ho Chi Minh City, Vietnam

Status: Full-time; Permanent

Application due: **13<sup>th</sup> November 2023**

Starting date: As soon as possible

### POSITION PROFILE

The HR & Administration Senior Officer is responsible for the management of administration and human resources functions across all AIP Foundation offices. S/he coordinates recruitment and retention, compensation, benefits, training and employee relations; and oversees the implementation of policies and practices related to human resources. Working with Senior Leadership and Operations staff in different country offices, the HR & Administration Senior Officer advises Line Managers and staff regarding employment policy international best practices and works with Operations staff in each Country Office to ensure that the organization's practices are in compliance with local country requirements. The HR & Administration Senior Officer directly supervises 2 Operations staff in Vietnam and reports to the Chief Executive Officer (CEO).

### KEY RESPONSIBILITIES

- Lead and coordinate the organization's routine tasks related to human resources and administration, while promoting values of efficiency, responsiveness, and accountability
- Implement recruitment process of full-time, part-time, and temporary employees and volunteers

- Develop, implement and manage staff performance and professional development plan that aligns with the organization's mission, vision, and objectives and drives high performance
- Nurture a positive working environment and define employee relations practices necessary to promote a high level of employee morale, engagement, and motivation
- Assess HR & Admin procedures; propose improvements to strengthen internal controls, efficiency, and effectiveness of processes; create and maintain HR and Admin system and master files
- Administer HR policies and procedures and periodic updates to AIP Foundation Staff Handbook; work closely with departments at head office and country offices to ensure familiarity and compliance with Staff Handbook, as well as compliance with government laws and contractual obligations
- Continuously work on developing the most effective and economical recruitment plan and methods and ensure that they align with current and future needs for the organization's human capital.

### **REQUIREMENTS: QUALIFICATIONS, EXPERIENCE, SKILLS**

- Post-Graduate qualification in Personnel Management, Human Resources, or Business Administration (MBA).
- Specialization in Human Resources is preferable.
- A minimum of 5 years of experience in a corporate or an NGO environment.
- Management and team building skills, including the ability to supervise and motivate qualified professional staff with strong personal value systems.
- Ability to plan and organize a substantial workload that includes complex, diverse tasks and responsibilities in both development and emergency contexts.
- Ability to coach, mentor, delegate appropriately and provide developmental guidance to supervised staff.
- Analytical, decision making and strategic planning skills and the ability to handle multiple priorities.
- Excellent oral and written communication skills in English.
- Ability to express oneself succinctly, creatively, and independently.
- Diligent, factual, and sense of anticipation.
- Competent level of skills in core IT applications, particularly MS Office (Word, Excel, Outlook, PowerPoint), and web-based communications platform.

### **APPLICATION REQUIREMENTS**

Applications are due **13<sup>th</sup> November 2023**. However, please note that applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit a cover letter, resume, questionnaire responses (below), and two references with their email address and telephone number to our AIP Foundation email address at: [jobsvietnam@aipf-vietnam.org](mailto:jobsvietnam@aipf-vietnam.org).

**Applications will be carefully vetted – including working history and background checks. Incomplete applications will not be considered.**

## APPLICATION QUESTIONNAIRE: HR AND ADMINISTRATION SENIOR OFFICER

Please provide short statements (no more than 10 lines per section) responding to each question and submit your responses to this questionnaire along with your full application:

**1. Please describe your overall philosophy when it comes to human resource management and its role within an organization's strategy?**

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**2. What do you think is the most important factor in managing an office's administrative functions effectively and efficiently? Explain how you have done this in the past.**

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**3. What experiences do you have with developing and/or improving HR policy and disseminating HR policy guidelines and procedures for others?**

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**4. How do you approach the recruitment and selection process to ensure the right candidates are hired for the organization? What methods do you use to assess cultural fit?**

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**5. How do you identify opportunities for process improvement within Administrative functions? Can you share an example of a process you've improved and the impact it had?**

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