



JOB DESCRIPTION

HUMAN RESOURCES OFFICER

Ha Noi – Viet Nam

Humanity & Inclusion (HI), Legal name Federation Handicap International, is an independent and impartial aid and development organisation with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Since the organisation was first founded in 1982, we have set up development programmes in 62 countries and responded to many emergencies. Today we have a budget of around 150 million euros, with 3.500 employees worldwide.

HI is engaged in an employment policy that promotes non-discrimination principles and the rights of all applicants and staff, including persons with disabilities. For further information about the association: www.hi.org.

Contextualization:

HI was opened in 1989 in Vietnam. Over the following years, at the request of its Vietnamese partners – in particular different government ministries and provincial institutions - HI provided technical advice on disability prevention and physical rehabilitation projects. Today, the organization is building the technical skills of rehabilitation teams (doctors, physiotherapists, and social workers) and providing the needed equipment. Currently, there are 3 projects being implemented in the Hanoi capital, and central-southern provinces with 05 sub-award partners. Our main donors are Depart of States (formerly: USAID) and EU.

S/he is delegated the HR responsibilities at his/ her geographical area level. In his/her geographical area, s/he ensures that HR management complies with his/her budgetary framework and HI's HR policies and frameworks

Line manager: Reports to the HR manager

Duty Station: Hanoi capital, Viet Nam

Starting date: It is expected from beginning of March 2026

Missions / Responsibilities (*):

Mission 1: Strategy and Supervision: develops the Programme's HR strategy in the country in which s/he works

- Compiles HR data for his/her geographical area which are useful for writing the HR part of the Programme's STRATOP
- Implements and monitors the HR action plan for his/her geographical area.
- Compiles standard HR indicators for his/her geographical area and helps to map and mitigate HR risks, and to report and deal with incidents.

Mission 2: Rolls out Standards, contributes to HI's Accountability in his/her scope of responsibility:

- Is responsible for implementing HI's policies and frameworks in his/her country. Helps to adapt HR frameworks in accordance with the specific local context.
- Ensures compliance with HI's legal HR obligations in his/her geographical area and monitors the need to renew legal documents where necessary (with the decentralised provincial authorities).
- Coordinate with local authorities (PACCOM, Provincial People Committees, etc), project operation team and partners to prepare, sign MOUs, and to submit project documents for approval.
- Prepare and submit periodic reports, including but not limited to annual implementation report, workplan for the upcoming year, recruitment and employment for national staff during the year and plan for the new year, etc... to PACCOM, DISPERCO, local authorities as required.
- Is in charge of the audit and archiving procedures.
- Helps to ensure the compliance with the rules applicable to donors in his/her scope of responsibility for all the projects implemented.

Mission 3: Operational implementation of HR

3.1 : Contributes to the dimensioning and quality of Programme resources:

- Contributes to the budgetary process in his/her geographical area and monitors the staff wage bill
- Contributes to project reviews of HR aspects
- Provide HR cost to project and finance team for preparing annual budget as required
- Contributes to the sourcing process in his/her geographical area
- Ensures compliance with the quality of the recruitment process and assists managers at every stage.
- Participates in the Programme's HR reporting schedule and helps to meet HI's global HR deadlines.
- Takes part in local inter-NGO meetings on HR issues.
- Ensures that the HR cycle is implemented in his/her geographical area.
- Helps to identify training needs, and to draft and monitor the training plan in his/her geographical area

3.2 : Ensures the quality of personnel administration for HI staff present in his/her geographical area.

- Organises staff briefings on administrative matters and employment conditions.
Is responsible for the implementation and compliance of the payroll process
- Is responsible for the administrative monitoring of International Staff in his/her geographical area (leave, R&R, per diems, visas, Work permits, Temporary Residence Cards, etc.)
- Is responsible for implementing HI's social security policy fairly and in compliance with local legislation
- Is responsible for the archiving process, its quality and compliance
- Represents HI with local administrative authorities (employment inspectorate, etc.).

3.3 : Assists managers in his/her geographical area with the implementation of HI's HR policies:

- Ensures or participates in the communication of HI policies and frameworks to managers: explains, clarifies, answers questions
- Is responsible for monitoring the correct application of HR frameworks and policies by managers

3.4 : Legal and social aspects: helps to maintain the social environment and compliance with the legal HR framework in his/her geographical area.

- Is responsible for organising the social dialogue in conjunction with staff representative bodies
- Contributes to the management of ongoing disputes with third parties or employees in his/her geographical area, in conjunction with his/her HR (line) Manager.
- Contributes to the identification of legal and fiscal risks for HI in his/her geographical area.

3.5: Safeguarding:

- Contribute and assists the HR Manager in the deployment of the HR part of the Code of Conduct, PSEA and other safeguarding policies.

Mission 4: Emergency preparedness and response

- Contributes to the programme's emergency preparedness actions and, during an emergency response, adapts his/her working practices to help facilitate an effective humanitarian response by HI.

Other mission: The HR officer could be asked to undertake any other duties requested by the HR Manager

Skills

Professional Skills

| | Knows | Practises | Proficient | Expert |
|--|-------|-----------|------------|--------|
| Skill 1: Organisation design | | X | | |
| Skill 2: Sourcing and Recruitment | | X | | |
| Skill 3: Mobility | | X | | |
| Skill 4: Training facilitation and/or design etc. | | X | | |
| Skill 5: Management of training and skills development actions | | X | | |
| Skill 6: Personnel administration | | | X | |
| Skill 7: Payroll | | | X | |
| Skill 8: Remuneration and management of the wage bill | | X | | |
| Skill 9: Employment law | | X | | |
| Skill 10: HR IT Tools | | X | | |

Emergency preparedness and response skills

| | Knows | Practises | Proficient | Expert |
|----------------------------------|-------|-----------|------------|--------|
| Emergency response | | X | | |
| Emergency watch and preparedness | | X | | |

Cross-sector skills

| | Knows | Practises | Proficient | Expert |
|---|-------|-----------|------------|--------|
| Languages | | | X | |
| Frameworks and references | | X | | |
| Office automation and collaborative tools | | | X | |
| Stress management | | | X | |
| Working in a global organisation | | X | | |

Profile Requirements:

- Bachelor's Degree in Economics, Administration or Foreign language or equivalent experience in relevant fields;
- Minimum of 4 years of relevant experience in office administration and/or human resources;
- Experience working in an international NGO, multilateral agency, or donor context preferred;
- Strong knowledge of Vietnam labor laws, HR best practices, and social services & tax
- Sound knowledge of MS Office software use;
- Strong organizational abilities and capacity to manage multiple tasks.
- Ability to work both independently and as part of a team.
- High attention to detail and accuracy and can handle confidential matters
- Fluency in written and spoken English.

CONDITIONS OF THE POSITION:

- Type of contract: Fixed term contract
- Working station: Ha Noi capital, Viet Nam
- Wage: According to profile and experience

TO APPLY: Only online by joining a CV and cover letter via the following email: recruitment@vietnam.hi.org. Closing date for applications is **February 11, 2026**. Only short-listed candidates will be notified.

Humanity & Inclusion (HI) is an equal opportunity employer. Women and people living with disabilities are strongly encouraged to apply. HI promotes and upholds the principles of equal opportunities and its policies (PSEAH, Child Protection etc). HI has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners. Recruitment to all jobs in HI includes, in particular, criminal record checks and the collection of relevant references.