[Job Description](#_top" \o " The job description provides a set of responsibilities for candidates, new employees, and managers to ensure agreement and understanding of the expectations for a specific role. It allows candidates to asses if they are suitable for an open position and provides a guide for recruiters to screen candidates and streamline the recruitment process.After a candidate is selected and on-boarded, the job description can be used as a guide for setting goals and targets when determining annual performance objectives. It can also assist in formulating training and development plans. )

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| **JOB INFORMATION** |
| Job Title | People and Culture Assistant | Line Manager Title | People and Culture Director |
| Grade level | 12 | Department/Office | People and Culture |
| Work Location | Head Office in Ha Noi |

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| **[CONTEXT](#JOB_PURPOSE" \o "The job purpose should state the reason the position exists, its objective, and the degree of supervision needed. Typically, one or two concise sentences capture the main purpose of the job.Example: Under general supervision, this role will develop and deliver on key finance initiatives in order to etc… All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)** |
| World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WV’s work focuses on children, ensuring they are protected and their basic needs are met. World Vision Vietnam (WVV) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVV employs about 430 staff, of which 93% are Vietnamese nationals. WVV is operating in 4 zones: North 1 (Hoa Binh, Dien Bien), North 2 (Yen Bai, Tuyen Quang, Hai Phong), Central (Thanh Hoa, Quang Tri and Da Nang) and South (Quang Nam, Quang Ngai, Binh Thuan, Ho Chi Minh, DakNong). WVV’s Area Program (AP) usually focuses within one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVV’s Development Program Approach (DPA) is that AP team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas. |
| **[JOB PURPOSE](#JOB_PURPOSE" \o "The job purpose should state the reason the position exists, its objective, and the degree of supervision needed. Typically, one or two concise sentences capture the main purpose of the job.Example: Under general supervision, this role will develop and deliver on key finance initiatives in order to etc… All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)**  |
| * To provide assistance and support to Senior People and Culture Officer.
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| **[MAJOR RESPONSIBILITIES](#MAJOR_RESPONSIBILITES" \o " This is the foundation of the job description. It conveys the complexity, scope and level of responsibility of the job. As such, it is important to describe the duties and responsibilities as accurately, concisely and completely as possible.    There are three sections in which to document. They are broken up into percent of time, activity and end results.  When developing this section group the responsibility into 3 to 5 buckets that capture the main components of the role. It is helpful to divide the tasks and/or responsibility into daily, weekly, monthly, quarterly or annual to aid in understanding the amount of time each area of responsibility will take. Each main responsibility should include related tasks in the delivery of each responsibility.  Next, list the expectation of how each responsibility will be carried out under End Results. End results should be measurable, and time bound and written in a manner that can inform the development of annual performance objectives.  All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)** |
| % of time | Activity | End Results |
| 45% | **Recruitment of employees and consultants** * Support in revising and updating job descriptions, and preparing Term of Reference.
* Advertise jobs and consultancy work on internal and external recruitment channels in a timely manner.
* Support in screening and shortlisting potential candidates.
* Arrange, prepare and coordinate interview process (documents, interview room, interview invitation, interview result information…)
 | * Accurate data is ensured
* Efficient support to PnC officer on talent acquisition process
* Good contribution to recruitment target of P&C
 |
| 40% | **Employment** * Register new employee/consultant data on Employee Information Management (EIM) system/Consultant Master list accurately and timely
* Prepare and give logistic instructions to new employees and separation
* Support labor registration to DIPSERCO in a timely and accurately manner
* Prepare contracts/ Appendixes and follow up contract extension.
* Maintain and update staff/consultants’ personal files (hard copies)
* Update all changes of employees/consultants on EIM (Our People system)/Master list timely and accurately
 | * Documents are saved and filled timely,
* Good arrangement on staff profile and other documents
 |
| 10% | **Salary and benefit*** Update staff changes to Finance, Social Insurance, Personal Health and Accident Insurance on a monthly basis.
* Pay trade union fees and claim trade union benefits on a quarterly basis. Ensure that staff receive the benefits in a timely manner.
* Follow up and update staff health – check record
 | * Accurate data is ensured
 |
| 5% | **Administration and others*** Support to prepare reports if requested
* Do payment to suppliers on Provision
* Place order of material for the PnC department
* Another task as required by direct supervisor
* Take responsibility for personal security, accurately identify and assess the dangers and respond in the most appropriate way; take all good faith efforts to keep other WVV staff and property secure with guidance and instruction as being trained by WVV
 | * Staff’s safety and security
* Incidents are reported timely as per the incident management protocols
 |
| **[KNOWLEDGE/QUALIFICATIONS FOR THE ROLE](#KNOWLEDGE_QUALIFICATIONS" \o " Knowledge skills and abilities allow the recruiter and the candidate to understand what experience is required in order to be successful in the role. It should be listed as the minimum amount of education and experience required.  Knowledge: The level of education, experience and training an individual must have at minimum to be considered qualified for the position. Skills: The proficient manual, verbal, or mental manipulation of data or things.  Specific skills such as ability to create, manipulate and utilize spreadsheets, word processing programs, or proficiency in a second language. Abilities:  The competence to perform an observable behavior or a behavior that results in an observable product, e.g., organize or plan work or coach and mentor others. )** |
| Required Professional Experience | * At least 1 year relevant working experience in Human Resource management
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| Required Education,training, license,registration, andcertification | * A bachelor degree in a related field, preferably in human resources management and business administration.
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| Preferred Knowledgeand Qualifications | * Knowledge on Human Resource Management functions
* Good interpersonal skills
* Proficient in Microsoft Office and office equipment
* Highly attentive to detail
* Critical thinking
* Cross-cultural sensitivity and a good team player
* Good written and spoken communications skills in English and Vietnamese
* Well-organized work style including sound process management skills.
* Demonstrated judgment and discernment skills, maturity and the ability to maintain strict confidentiality of staff and organizational records.
* Willing to support the philosophy, purpose and values of WV in its work with the poor in Vietnam.
* Willingness to support articulate and demonstrate World Vision’s core values in meaningful ways to colleagues, partners, children and communities.
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| Travel and/orWork EnvironmentRequirement | * Multitasking
* Diverse working environment and culture
 | PhysicalRequirements | Satisfactory pre-employment medical report verified by medical doctors at licensed hospitals | LanguageRequirements | Vietnamese: Fully FluentEnglish: Upper Intermediate |

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| **[KEY WORKING RELATIONSHIPS](#KEY_WORKING_RELATIONSHIPS" \o "Each job will typically have multiple working relationships. In this section, please define the key contacts with whom the incumbent will be required to interact, in order to be successful in the job. Please consider internal contacts outside the immediate department, as well as external contacts.When describing the reason for the contact, describe the interaction in terms of sharing key or complex information, providing business solutions and/or recommendations, or influencing external partners to share in WVI’s vision and mission. )** |
| Contact (within WV or outside WV) | Reason for contact | Frequency of contact |
| P&C Director  | Top get overall guidance, coaching and approval  | Regularly |
| P&C Officers  | Support shared services, sharing lessons learnt and resources. | Occasionally |
| Staff in Hanoi | Trade Union benefit, Insurance, contract | Monthly and Quarterly |
| Supplier/Consultant | Do payment | Occasionally |
| P&C Officers  | Support shared services, sharing lessons learnt and resources. | Occasionally |
| Staff in Hanoi | Trade Union benefit, Insurance, contract | Monthly and Quarterly |
| **[DECISION MAKING](#DECISION_MAKING" \o "In this section please include information that describes the role's authority to act, approve, or make decisions. Please think about the responsibilities of the role in terms of: Supervision of work – Is the WHAT and the HOW clearly prescribed and reviewed. Directed Work – The WHAT is prescribed but the HOW is only prescribed at the level of policies and general rules or precedents. Guided Work – The WHAT is prescribed only in very general terms and the HOW is not prescribed at all, although it would be subject to the general limitations of the organizations’ business and way of doing business.  )** |
| Within WVI Vietnam Policies and Level of Authorities |

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| **CORE COMPETENCIES** – For all positions, select the top 3 prioritized competencies from below. Click [here](https://careers.wvi.org/uploads/CoreCompetencies%20Pocket%20Guide%20for%20Website.pdf) for a quick overview of our Core Competencies. |
| [ ]  Be Safe and Resilient[x]  Deliver Results | [ ]  Build Relationships[ ]  Be Accountable | [x]  Learn and Develop[ ]  Improve and Innovate | [x]  Partner and Collaborate[ ]  Embrace Change |
| For Management positions only, select the top 2 prioritized competencies from below. |
| [ ]  Model Self-Management | [ ]  Engage, Influence, Leadand Grow Others | [ ]  Run an Effectiveand Agile Organisation | [ ]  Develop the Organisationfor the Future |

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| **APPROVALS**  |
| Line Manager:  | Approval Date: Click or tap to enter a date. |
| P&C Director:  | Approval Date: Click or tap to enter a date. |