

JOB TITLE/ Chức danh: GROUP HR MANAGEMENT	Division/ Khối:
Seniority level/ Cấp bậc: Senior Manager	Positions Reporting to this Position Nhận báo cáo từ:
This Position Reports to Báo cáo cho: <ul style="list-style-type: none"> • 2 CEOs 	
Summary of Duties/ Tóm tắt nhiệm vụ Oversee the full scope of Group Human Resources.	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc <ul style="list-style-type: none"> • Manage day-to-day HR operation of the Group. • Plan and take charge of recruitment & selection which include developing job description, prepare job adverts, shortlist, interview and select candidates. • Determine and apply the most appropriate and cost-effective recruitment strategies and approach to fill vacancies. • Maintain a smooth onboarding process. • Maintain employee records. • In charge of monthly payroll. • Ensure the social, health and unemployment insurance is calculated correctly and contributed in a timely manner. • Coordinate with F&A department for PIT finalization. • In charge and ensure legal documents of expat (work permit, temporary residence card, visa,...) • Establish, monitor and improve HR policies, procedures, processes and systems of Indochina Capital (including the periodic update of Indochina Capital's Employee Handbook) • Know how to link change to the strategic needs of the organization with minimum employee dissatisfaction and resistance to change. • Determine, in close coordination with the business divisions, the HR needs and establish detailed plans to satisfy the identified HR needs. • Responsible for the planning and organization of training and development of Indochina Capital staff covering performance review, personal improvement plans, career planning etc. • Responsible for the planning and organization of Indochina Capital events, e.g. company outing, family day, Tet party, year end party etc. (including the negotiation, in coordination with Finance & Accounting, with the relevant service providers) • Establish and continually update back-up and succession plans. • Provide advice to Indochina Capital Management regarding organizational culture, nurture a positive working environment. • Ensure the strict adherence to Indochina Capital HR and other policies as well as to relevant local legislation. • Responsible to interact with labor authorities, recruitment agencies and relevant service providers. • Any other tasks as may be assigned by the Group CFO or Indochina Capital Management. 	

Essential Qualifications/ Trình độ chuyên môn

- Candidate must possess a bachelor's degree; an advanced degree or professional certification preferred, or the equivalent combination of education and experience
- Candidate must have at least 7 years progressive human resources generalist experience with more than five years at senior management level in a high-volume environment. Experience must include hands-on responsibility for the full scope of human resources activities.

Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)

➤ **Knowledge:**

- Experienced and knowledge of employment law, compensation, personal income tax, organizational planning, organization development, employee relations, safety, training, and development of both hard and soft skills.
- Proficiency with applicable laws/regulations and management theories, including policy/procedure development, employee handbook.
- Experienced with recruiting and hiring both Expats and Local employees

➤ **Skills:**

- Mature, teamwork, good interpersonal skills.
- Understand the important of confidentiality and be able to keep confidential information confidential
- Excellent computer skills in a Microsoft Windows environment which including Excel, Word and other database management and record keeping

➤ **Business Management Competencies:**

- Organizational Awareness
- Organizational needs Assessment
- Outcome measures and Evaluation
- Employee Contract Management

➤ **Professional Competencies:**

- Coaching and Mentoring
- Communication
- Ethics
- Interpersonal Relations
- Self Management
- Teamwork

➤ **Technical HR Competencies:**

- Appeals, Grievances and Litigation
- Attendance and Leave
- Benefits
- Career Development
- Compensation
- Discipline and Adverse Action
- Performance Management
- HR Systems Management
- Rewards and Recognition
- Staffing and Recruiting
- Succession Planning



Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày: