

JOB TITLE/ Chức danh: CHIEF HUMAN RESOURCES OFFICER	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> • Chairman & CEO	Positions Reporting to this Position <i>Nhận báo cáo từ:</i>
Summary of Duties/ Tóm tắt nhiệm vụ	
<ul style="list-style-type: none"> Manage all activities of the Human Resources Department related to Organizational development and Human resource development; Manage the company's administrative tasks. 	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc	
<p>1. Develop Human Resource Strategy and Organizational Development Management</p> <ul style="list-style-type: none"> Research and advise the CEO & BOD on design and manage an organizational structure, ensure suitable the company's scale and business sectors; Plan a human resource development strategy that aligns with the company's business needs at different times; Create regulations, policies, and propose effective employee performance management models (KPI, OKR, etc.); Develop plans and implement the company's talent planning and development programs; Manage the appointment, reassignment, and selection of successor personnel; Develop competency frameworks and training programs suitable for each position in the company; Create activities to develop the company's culture, aligned with Filmore; Lead the development of employee behavior guidelines that align with the company's core values; Develop programs, activities, and initiatives to foster internal engage; Plan and implement periodic 360-degree feedback/Health checks to improve the working environment quality at Filmore. <p>2. Human Resources Management</p> <p>2.1. Talent Acquisition</p> <ul style="list-style-type: none"> Build a talent acquisition plan to ensure an appropriate quantity and quality of resources; Plan and implement a employer branding strategy to attract high-quality candidates; Perfect the recruitment process to enhance candidates' experience with the company; Develop and control recruitment budgets to ensure optimal cost utilization; Report on recruitment effectiveness, budget, and adjust as per business requirements... <p>2.2. Manage the company's training and development plan</p> <ul style="list-style-type: none"> Plan, develop the training & development (L&D) activities of the company; Build training roadmap for job positions (including program framework / training duration) Design program content, materials and training methods... <p>2.3. Manage training activities</p> <ul style="list-style-type: none"> Develop and manage the training budget; Build, maintain and develop Internal Trainer; Organize training programs, seminars, workshops; 	

- Manage training commitments; infrastructure, equipment, training support tools;
- Report, evaluate the results of training programs, assess post-training impact...

2.4. Develop a strategy for employee compensation, rewards, and benefits policies

- Develop comprehensive compensation and benefits policies aligned with the company's development direction;
- Plan and control budgets, efficiently manage salary, rewards & benefits funds;
- Conduct surveys, analyze and propose salary, bonus, and welfare schemes that are appropriate for the market;
- Ensure compliance with government regulations and labor laws regarding salary, bonuses, and benefits payments...

2.5. Human Resources Management and Labor Relations

- Develop, improve, implement, and oversee compliance with professional documents related to human resources management;
- Monitor the implementation of procedures related to labor relations: transfers, appointments...; sign, re-sign labor contracts; Disciplinary actions...;

2.6. Human Resource Information System (HRIS) Management and Operation

- Manage and update accurate and timely personnel information on the HRIS;
- Develop and manage budgets for the HRIS;
- Provide reports to support human resources management;
- Develop and apply information technology in human resources information management...

2.7. Human Resources Business Partner

- Advise and guide departments and employees on organizational development, training and development, and welfare policies;
- Coordinate with departments to implement corporate culture activities and enhance employee engagement;
- Control compliance of employees with company regulations and procedures related to personnel (labor regulations, time sheet, rewards, discipline, etc.);
- Collaborate with Department Heads to propose solutions related to resource development, ensuring effective quality of human resources;
- Provide necessary information to employees related HR policies;
- Handle incidents, complaints, disputes, and labor-related issues...

3. Administrative Management

- Manage and oversee administrative management tasks;
- Manage and organize office building management (security, fire safety, etc.);
- Manage company asset management;
- Build and maintain good relationships with government agencies...

4. Other Duties as Required by the BOD.

Essential Qualifications/ Trình độ chuyên môn	Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)
<ul style="list-style-type: none"> • Bachelor's degree or Master's degree in Human Resources, Business Administration, or a related field. CHRO certificate, IHRM (SHRM),.. is a plus. • 10 years of experience. 5 years in same position (HR Director), with a focus on transformation and change management within the real estate industry. 	<p>➤ Knowledge/ Kiến thức:</p> <ul style="list-style-type: none"> • In-depth knowledge of Organizational Development; • Experience in business transformation (Restructuring, Change Culture, Process Improvement, etc.); • Understanding of new trends in the HR field; • Proficiency in labor laws, etc.. <p>➤ Skills/ Kỹ năng:</p> <ul style="list-style-type: none"> • Proficient in MS Office; • English proficiency for professional use;

	<ul style="list-style-type: none">• Leadership and communication skills;• Negotiation skills;• Strategic thinking and planning abilities;• Ability to adapt to change;• Understanding of the labor market in the real estate industry, etc.• Responsibility; Integrity; Innovation.
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Approval/ *Phê duyệt*

Accepted by/ *Chấp nhận*

Date/*Ngày:*