



Manager, HR & Administration Job Description

Job Title:	Manager, HR & Administration
Level and Grade:	Manager Grade 70 BG-9
Job Type:	Regular Full-time
Reporting Manager:	Chief of Staff (CoP), USDA Vietnam Aquaculture Project
Department:	HR
Business Unit:	EA-EMEA
Office:	Hanoi, Vietnam
Date:	March 2, 2026

The Organization:

Lutheran World Relief, which is part of Corus International, has been present in Vietnam since 2026. Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. In Vietnam, Corus operates under Lutheran World Relief. Our more than 400 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Job Brief:

Reporting to the CoP, the position holder will manage HR and office administration, assuring the quality, impact and effectiveness in alignment with organizational policies, donor regulations, and local labor laws. S/he will update manage the implementation of policies, procedures and systems for office administration and HR. This role will primarily work with the Vietnam Aquaculture Team and partners in providing day-to-day HR generalist support (estimated 70% effort) and support project administration (estimated 30% effort). S/he is expected to also work closely with the Finance & Administration Team and the Corus HR Global Team.

Responsibilities:

Recruitment, Development, and Management – 20%

- Work with hiring managers to source, recruit, and retain high quality staff aligned with organization's vision, mission, and values and the Vietnam Aquaculture workplan.
- Work with management and supervisors to identify human resource needs, job specifications, job duties, qualifications and skills in support of the organization's culture and refocus strategy.
- As HR representative, participates in hiring committees for all positions.
- Ensure appropriate reference and background checks are conducted to include managing documentation support and offers for new hires.
- Lead the orientation/on-boarding of staff including providing the region and country-specific information for the orientation of new staff.

- Ensure job descriptions are up to date and standardized and performance expectations are clearly communicated.
- Ensure all phases of the performance management system are implemented according to organizational guidance including probation and annual performance evaluation.
- Manage staff training and provide relevant support to all training interventions.

Payroll, Compensation and Benefits – 20%

- As key liaison, manage benefits for compliance to Government of Vietnam (GoV): MOFA, Service Department for Diplomatic Corps, GoV Insurance, and other insurances.
- Establish and manage insurance requirements for staff using local or international providers in coordination with Finance & Administrative Officer.
- Responsible for staff payroll processing and management including payroll update, working closely with finance support with annual statutory returns, taxes, national pension, and health schemes.
- Leave management - ensure appropriate leave authorization and administration as per policy and ensure proper leave records are maintained.

Employee Relations, Activities, and Wellness - 30%

- Advise managers on the interpretation/application of Corus policies and procedures to ensure compliance with organization, donor, and local legal requirements.
- Liaise with local legal counsel to consult on HR issues as needed.
- Consult and advise senior managers on highly confidential and complex human resources and employee relations issues to include performance, discipline, and grievances issues.
- Establish an effective approach to employee relations, including staff communications, employee engagement, conflict resolution, and employee recognition, wellness and feedback programs.

Office Administration - 30%

- Ensure personnel files are complete with all staff-related documentation and employment records as required per Corus, donor, and local law.
- Monitor, initiate, and prepare staff employment contracts to include the termination and separation clearance process up to file closure.
- Address HR audit issues and lead the closing of any HR Audit findings
- Manage travel and transport logistics and bookings.
- Facilities, vehicles and drivers' management, allocation of vehicles, fuel usage and vehicle maintenance records.
- Manage records administration and management of correspondence
- Manage and update HRIS

Supervisory:

- Driver

Education & Experience:

- Bachelor of Arts degree with a major in Business Administration or Human Resource Management, Business Management Degree or other relevant qualifications.
- Minimum 5 years of relevant HR experience with 3 years at management level.
- Experience required working with US Government (USG) and /or other donors-funded programs with excellent understanding of labor laws in Vietnam.
- Experience of embedding HR change projects across an organization or division desirable.
- Experience with HR management in INGO environment and/ or international organizations and donors.
- HRIS and payroll systems experience.
- HR Professional Membership will be highly desirable.

Knowledge, Skills and Abilities:

- Leadership and team management skills to include conflict resolution and problem-solving skills.
- Exceptional interpersonal skills.

- Strong administrative and organizational skills.
- Ability to work well under pressure.
- Demonstrated ability to interact professionally with culturally and linguistically various staff, clients, and consultants.
- Strong communication skills with fluency in spoken and written English.
- Ability to work independently, take initiative, and use good judgment.
- Strong PC skills to include knowledge of Microsoft Word, Excel, PowerPoint, Outlook, internet research and database use.
- Ability to interact with professionals at all levels located in different parts of the world.

Physical and Mental Requirements:

- The physical requirements that may be needed to execute responsibilities may include bending, standing, and walking, etc.
- The mental requirements that are essential to satisfactorily executing the responsibilities outlined in this job description include, but are not limited to: learning new tasks, comprehending, and retaining information, completing tasks independently, effectively communicating verbally and in writing, demonstrating proficiency in using computer software to perform assigned tasks.

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

Working Conditions, Travel and Environment:

- LWR has an in-person work policy, with all employees reporting to the office Monday through Friday. The employee may occasionally be required to work outside normal office hours to meet project deadlines, reporting requirements, or during field missions, in accordance with applicable labor regulations through Ministry of Home Affairs.
- This position must be able to travel as required for standard business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high-security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.
- Must have authorization to work in the country of assignment.

As a member of the Corus Family, each employee is expected to:

- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values.

How to apply:

Please note that all applications must be submitted in ENGLISH and provide complete and accurate information. To apply, please submit no more than 4 pages with your CV and responses to the selection criteria to email HVu@corusinternational.org, quoting the position title in the email's subject line by March 27th 2026.

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.