



JOB DESCRIPTION

HUMAN RESOURCES MANAGER, VIETNAM

ORGANIZATION OVERVIEW

OneSky is an international non-governmental organization (NGO) that was founded in 1998. OneSky trains communities and caregivers to provide nurturing, responsive care, and early education so that vulnerable young children can thrive. Over 25 years, always in partnership with governments and local communities, OneSky has trained 121,000 caregivers to improve outcomes for 411,450 vulnerable children in mainland China, Vietnam, Mongolia, and Hong Kong SAR. You can read more about our impact [here](#).

JOB SUMMARY

The Human Resources Manager will develop, administer, and provide HR support to our Vietnam team relating to recruiting, compensation & benefits, staffing, goal/performance management, learning and development initiatives, talent management and internal communications for ICC programs.. You will create and implement systems, policies, and procedures that align with OneSky's mission, programs, and values. In addition, you will be a trusted advisor to the leadership team, relied on for advice about HR-admin best practices, labor regulations, and the talent market.

REPORTS TO: Country Director

MATRIX REPORTS TO: Global Director, People & Culture

LOCATION: Da Nang City, Vietnam

JOB RESPONSIBILITIES:

1. HR planning

Support the Country Director on all HR deliverables planning, and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, succession planning, crisis management, and leading diverse and inclusive teams.

- Identify gaps, and propose and implement changes necessary to address HR-related risks;
- Keeping abreast of salary trends, best practices, regulatory changes, and new technologies;



- Work with the finance team monitoring/updating headcounts and salary projections.
- Analyze HR-related data, including performance assessments, turnover rates, recruitment and HR policy goals in line with organizational strategy.
- Develop job descriptions suitable with each position, evaluation systems as and advise on HR matters.

2. Recruitment

- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants; collaborates with departmental managers to understand skills and competencies required for Job openings.
- Collaborate with other departments to implement the introduction program for new staff including training schedule, logistics, training material, filing systems.

3. Training and Developing

- Identify training needs; design, develop, implement and deliver staff training programs and evaluate training program effectiveness;
- Create learning and development initiatives that provide internal development opportunities for employees;
- Train people managers on performance reviews, interview process, workforce planning, crisis management, and leading diverse and inclusive teams;
- Collaborate with Program teams to conduct the annual training of CSP policy and report to DOET, DOFA and Global HR as required.

4. Compensation and Benefits

- Assist the Country Director in designing, updating, and enforcing workplace policies and practices, employee surveys, center procedure manual, and Employee Handbook, including translation thereof.
- Research and update salary projections for Finance purposes;
- Design and administer competitive salary and benefits packages
- Manage payroll, social insurance, tax, bonuses, incentives, and other forms of compensation to ensure legal compliance throughout HR management.
- Draft employment contracts, process accidental insurance for OSVN employees.

5. Performance Appraisal

- Establishing performance standards and expectations.
- Implement, manage the employee's performance appraisals, report to the Country Director for salary review.

6. Workforce management

- Manage and oversee OneSky Vietnam end-to-end HR lifecycle including recruitment, onboarding, development, retention, disciplinary, and

separation compensation and benefits and overseeing the coordination and implementation of annual performance reviews;

- Handle all HR-related data entry and filing of all online and offline confidential and sensitive employee records including payroll information, personnel files, contracts, performance reviews and reimbursement claims;
- Manage and resolve complex and sensitive issues, e.g. employee relations, disciplinary actions, emergencies, complaints, governance issues, work-related problems,... and discuss with management and related departments to determine appropriate actions.

7. Others

- Handle internal HR communications;
- Identify and screen HR-related vendors (e.g. HR technology), including negotiating terms and conditions favorable to OneSky;
- Arranging work permit/work visa applications for OneSky employees;
- Organize activities to promote OneSky's culture, principles, and wellbeing, including supporting the Global Wellbeing Council;
- Undertake any additional duties that may, from time to time, be necessary and compatible with the nature of this role.

REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or other related discipline is required;
- A minimum of 5+ years of human resource management experience is preferred;
- Fluency in English and Vietnamese is a must;
- Thorough knowledge of Vietnamese labor code, personal income tax regulations and statutory insurance laws;
- Demonstrated leadership in HR practices with success in managing and leading a high-performing team to deliver quality outcomes;
- Proficient in computer skills including Microsoft Office, Google Workspace, Slack, and HR platform or related software;
- Proficiency with or the ability to quickly learn the HRIS and management systems;
- General research, analytical, and critical thinking skills and/or knowledge of general HR systems, legal practices, and Child Safety and Protection Principles;
- Excellent verbal and written communication skills;
- Strong consultative and negotiation skills, with the ability to build strong relationships and influence others, able to foster a productive and engaging working environment that aligns with common goals and create cross-functional collaboration;



- Excellent organizational skills and attention to detail;
- Ability to act with integrity, professionalism, and confidentiality;
- Demonstrate execution of people strategy and change initiatives.

DEADLINE: 30/9/2026. Recruitment may close early once the position is filled.

START DATE: Immediate

SALARY AND BENEFITS:

Salary is competitive and commensurate with experience and includes excellent benefits.

TO APPLY:

Please apply using a cover letter and up-to-date resume. Please also include details of your current remuneration and salary expectations. Send your application to careers@onesky.org, kim@onesky.org and include the job title on the subject line. For inquiries, please contact Ms. Kim at 0932.449.985. Personal data collected will be used for recruitment purposes only. Data of unsuccessful applicants will be destroyed after one year.

OneSky is an equal-opportunity employer