Position Description

Department: Human Resources
Position: Senior Human Resources Officer (Compensation and Benefits)
Reports to: Senior Manager Human Resources
Working Hours: From 7.45AM to 4.45PM, Monday through Friday

Position Summary:

The Senior Human Resources Officer (Compensation and Benefits) plays a crucial role in managing and administering the compensation and benefits programs at UNIS Hanoi. Reporting to the Senior Manager of Human Resources (SMHR), the incumbent will be responsible for ensuring competitive and equitable compensation structures, support the design and implementation of the employee benefits packages, and provide expert guidance on compensation-related matters to stakeholders across the School.

Responsibilities:

Compensation Management

- Administer the organization's compensation programs, including salary structures and salary review schemes.
- Oversee salary increase implementation in accordance with organizational policies and budgetary constraints.
- Support the SMHR in conducting regular benchmarking and market analysis to ensure competitiveness in compensation offerings.

Benefits Administration

- Contribute to the design, implementation, and administration of employee benefits programs, including all types of insurance, housing benefits, health check, retirement plans, and wellness initiatives.
- Act as the primary point of contact for employees regarding all benefits-related inquiries, providing prompt, action-oriented and empathetic support regarding questions and issue resolution.
- Manage the school's relationship with external vendors and insurance providers, negotiating favorable terms, processing renewals and payments, ensuring compliance with regulatory requirements, and advocating for timely and accurate support for employees.
- Enroll/Remove all eligible employees and dependents in relevant medical or other insurance policy at time of employment or when entitlement occurs; administer all claim paperwork for insurance policies.

Contracts, Payroll, VN Insurance and Tax Compliance

- Efficiently prepare all types of contracts and compensation statements for employees and other stakeholders, ensuring accuracy and adherence to legal requirements.
● Complete all documentation for new hires and continuing staff including appointment documents and contracts.
● Manage the monthly payroll process, including accurate calculation and disbursement of salaries, allowances, and deductions.
● Maintain all Social, Health, Unemployment Insurance (SHUI) filings and ensure they are updated and correct.
● Liaise with the Hanoi Social Insurance Department to resolve SHUI questions as required to ensure that UNIS is compliant with all statutory requirements.
● Ensure compliance with Personal Income Tax (PIT) regulations and oversee the finalization of PIT payments.
● Work with outside vendors regarding outsourcing services.

**HR System Oversight**

● Oversee the HR system regarding C&B and Master database, ensuring data integrity and system functionality.
● Collaborate with IT and external vendors to evolve and enhance the school's HR System, including troubleshooting issues, recommending improvements and supporting training for employees.

**Policy Development and Regulatory Compliance**

● Support SMHR to develop and maintain policies and procedures related to compensation, benefits, and payroll administration.
● Research and report on relevant legislation and regulatory changes impacting compensation and benefits practices.
● Conduct training for staff as necessary including general induction for new staff on contracts, compensation, insurance and other benefits, PIT finalization support session…
● Ensure compliance with legal requirements and internal policies in all compensation and benefits activities.
● Liaise with related authorities, including insurance, tax, labor, and MOET, to ensure compliance with legal requirements and reporting obligations.

**Data Analysis, Reporting and Budgeting**

● Prepare regular reports and presentations for senior management on key metrics, including compensation competitiveness, benefit utilization, and cost analysis.
● Contribute to the annual compensation budget for the organization.
● Gather and analyze data on current compensation structures, employee demographics, and market trends to inform budget projections.
● Support the SMHR to develop budget forecasts for salary increases, benefits expenses, and other compensation-related costs.
● Support the preparation of detailed budget proposals and presentations for review and approval by executive leadership and the Board.

**Additional tasks as requested by SMHR**.
Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum of 3 years of experience in compensation and benefits administration, payroll management, and tax compliance.
- Strong understanding of compensation principles, payroll processes, and regulatory regulations regarding labor law, contracts, insurance, tax.
- Experience with HRIS systems, data analysis tools, and Microsoft Excel.
- Excellent interpersonal and communication skills and ability to collaborate with internal and external stakeholders.
- Detail-oriented with a focus on accuracy and data integrity.
- Demonstrated ability to manage multiple priorities, meet deadlines, and maintain confidentiality.

Preferred qualifications:

- Master's degree or professional certification (e.g., Certified Compensation Professional, Certified Public Accountant)
- Experience preparing compensation and benefits reports and presentations for senior leaders; experience with data visualization an asset.
- Experience with international education context in a similar role
- Experience with HRM/ERP systems
- Analytical skills and proficiency in budget planning and variance analysis.

How to apply:

Suitably qualified candidates are invited to submit their application through the UNIS website. The information below should be included in the application:

- A cover letter
- An updated resume
- A brief video (maximum 4 minutes) addressing the following questions:
  - Why are you interested in this role at UNIS Hanoi?
  - How has your professional experience prepared you to work in an international school setting?
  - Share one recent example of how you have proactively solved a problem in your current role.

Please include the link to your video at the end of your cover letter and grant access to recruitment@unishanoi.org

Interviews for shortlisted candidates and finalists will take place in May 2024. Should a suitable candidate be found, the search committee reserves the right to close the process.

Start date: As soon as possible.