

# Group Director of Human Resources

## Responsibilities

- Responsible for the overall management of the Human Resource Department, including the recruitment and development of Human Resource Team members, mentoring team members, establishing the annual workforce plan, implementing initiatives for the overall improvement of human resource management.
- Directly responsible for the achievement of the human resource strategic targets and key performance indicators for the team each year, including responsibility for implementing strategies to improve overall employee satisfaction and to reduce employee turnover.
- Ensure that all local Human Resource Management practices and procedures meet the standards established and expected of the Group.
- Directly responsible for developing an annual plan and budget for the Human Resource Department in consultation with the Managing Director and the Group Director of Human Resources.
- Directly responsible for reporting to the Group Director of Human Resources regarding implementation progress for strategic projects, and monthly reporting requirements.
- Responsible to ensure full legal compliance with prevailing employment law is implemented in the organisation, including but not necessarily limited to undertaking an annual review of the employment contract template; annually reviewing all company policies, consulting with relevant government ministries and representative bodies and other employment documentation.
- Responsible to work with relevant line managers and Directors regarding employee relations matters including but not necessarily limited to: employee grievances; performance management and improvement requirements; terminations; salary negotiations; bonus applications; promotions; job change management.
- Responsible for ensuring efficient and well managed recruitment processes in place that reduce the possibility of mis-hires, removes reliance upon external recruiters and ensures that recruitment costs are kept within budget.
- Responsible for the development and delivery of internal training courses that support and promote improvements to operational functions, including but not limited to induction training; client management training; contract management training; business writing skills.
- Direct responsibility for the management of work-related insurances to ensure full and compliant coverage for employees; provision of assistance to employees and their families in respect to claims processes and procedures.
- Manage succession, separation and post-employment practices with a view to ensure minimum disruption to company operations and to ensure as far as possible a high level of post-employment satisfaction with former employees.

## Authorities

- Approval of departmental expenditure in line with operational budget and limitations of authority.
- Development of training, forms, procedures for approval of the Group Director of Human Resources.
- Implementation of approved processes, forms, procedures as required by the Group Director of Human Resources.

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## Competencies

- Degree qualifications in Labour Economics, Law, Business Administration, preferably at a Masters Level.
- Years of experience: Minimum of 8 Years general experience, and 4 Years at a senior management level for Deputy Human Resource Director; Minimum of 10 Years general experience and 6 years at senior management level, for Associate Human Resource Director; Minimum of 12 Years general experience and 8 years at senior management level for Human Resource Director.
- A minimum of 5 years experience leading a human resources team within a multinational organisation.
- Advanced time management and organizational skills with the ability to manage the time of others and to ensure efficiency of organizational processes.
- Advanced understanding of the principles of labour and employment legislation within the relevant jurisdiction(s).
- Advanced understanding of contemporary organizational psychology principles and their practical applications into a multicultural environment.
- Advanced written and spoken communication skills including advanced negotiation and persuasion skills.
- Advanced skills in at least three areas of the Human Resource function including: recruitment; employee relations; training; compensation and benefits; strategic human resources; performance management; organizational health and safety; expatriate/diversity management.
- Advanced leadership skills with the ability to manage change with a strong results-orientation.
- Intermediate skills in departmental budgeting and financial management.
- Advanced written and spoken English skills are also required.

## Conditions

- Work Location: **Vietnam**
- Local Contract

Interested candidates, please send application to [employment@francothaicc.com](mailto:employment@francothaicc.com)

Only shortlisted candidates will be notified.