

TERMS OF REFERENCE

Consultant for Human Resource Development

Title of Position: HR Consultant

Location: Hanoi, Vietnam

Duration:

I. Introduction

The Rosa Luxemburg Stiftung (short forms the "RLS" or "Rosa") originated from the registered association in Germany once called "Social Analysis and Political Education" and founded in Berlin in 1990. In 1996, the RLS was recognised by the Party of Democratic Socialism (PDS) as its close political education institution. The Party of Democratic Socialism transformed itself into "Linkspartei" ("Left Party"), which together with the so-called "WASG formed the new party "Die LINKE" ("The Left") in 2007. Nowadays, the RLS is affiliated with this German political party and works closely together with "The Left" worldwide.

The RLS has become a provider of civic education and a centre for progressive social research in both Germany and throughout the world. As one of six party-affiliated political foundations in Germany it supports partners in developing countries striving for social justice, strengthened public participation and economic development. In April 2009, the RLS Regional Representative Office for Southeast Asia was opened in Hanoi (Vietnam) managing activities and partnerships in Vietnam, Cambodia, Laos and Myanmar.

In the Southeast Asian region, Rosa embraces the mission of assisting transformation countries, such as Cambodia, Laos, Myanmar and Vietnam to a socially just, sustainable, participatory and democratic society. Currently, it is cooperating with approximately 15 partner organisations like academic institutions and "grass-root" organisations as well as state partners on a variety of issues within the three components of social justice, socio-ecological transformation and participatory politics.

RLS SEA is currently looking for an experienced Human Resources professional for the consultancy service in the field of human resource development.

II. Objective:

To provide a comprehensive HR development advisory and consultancy service to the director of RLS SEA. HR consultant advises on operational human resources development related issues, focusing on managing personnel file, designing recruitment & termination processes and strengthening resistance to change management capability.

III. Scope of Work:

1. Analyse of future needs quantitative & qualitative personnel file based on in- and outflow.
2. Assist in recruitment and termination management, this will involve:
 - a. Identify and advise on tasks related to recruitment process and employment strategies to meet human resources requirements;
 - b. Design a recruitment process in full from registering a vacancy to the arrival of the successful recruit or re-engineering recruitment operational activities;
 - c. Provide guidance in term of termination and outplacement procedure including exit interviews;
 - d. Ensure that all recruitment and termination processes are performed in accordance to relevant legislation.
3. Providing consulting expertise on change management, drafting tools and tactics for identifying, preventing and managing resistance.
4. Provide management guidance on disciplinary issues.
5. Help to formulate, disseminate and facilitate clear ethical values – Code of Ethics - for staff at all levels and make a real contribution towards an ethical organisation.

IV. Work Tasks

6. Mapping the office HR needs via
 - a. talk and interview (personally or via “skype”)
 - b. Desk studies
7. Developing solutions via
 - a. templates, TORs, organization chart and other tools in the field of HR management
 - b. Consultancy for further development by the director regarding the work sharing within staff
8. Drafting a consultancy report and compiling a package presenting the consultancy work and results including all templates, etc.

V. Profile, Experience and Qualifications

- Academic background in Human Resources Management (HRM) or any other relevant disciplines
- At least 5 years experiences in recruitment, HRM and operations at the international level, experiences in HRM in Vietnam will be an asset
- Relevant experiences with consultancy and training
- Be fluent in English
- Strong analytical, organizational and interpersonal skills
- Familiarity with the functioning of non-profit organisations
- Cultural sensitivity

VI. Application

- Application letter
- Most updated personal CV
- Three references
- Kindly send by 21 March 2016 via email to Ms. Pham Thu Trang, project & finance assistant at trangthu.pham@rosalux.vn
- Only the successful candidate will be contacted by RLS SEA, until 15 April, latest.
- We only consider applications meeting all above required conditions.