

JOB POSTING TEMPLATE

Date: 29 April 2022

Function: Human Resources

Job title: Human Resources

Manager title: Senior Manager, Talent Development and Engagement

Job purpose

This role is designed to drive, execute and manage initiatives and daily operations of the company in learning solutions and engagement to support business goals and company strategic growth.

Major accountabilities

Learning

- Manage the implementation of annual learning plan to employees includes being in charge all logistic arrangements related.
- Manage in maintaining and updating company internal learning platform for employees, info pages of HR portal and other learning platforms if applicable to ensure its relevancy and ease to use.
- Manage all administrative logistic supports to Leadership programs, Talent Development programs.
- Maintain the updated records of all education assistance programs and other polices/ guidelines relating to Talent team.
- Manage the paperwork process in engagement vendors for services related to Talent team and support in managing the existing learning vendor, ensuring delivery against the objectives, or finding solution/ improvement for efficiency on training delivery.
- Monitor the learning activities related to SLV's onboarding program and take lead in some engagement activities for new hires.
- Coordinate in organizing and producing different learning options for Employees e.g. Podcast, articles or videos,...
- Coordinate with CHRO's offices in organizing exposure learning options for Leaders and Managers with VNLT to facilitate the learning and development on strategic focus, business updates and experience sharing.
- Monitor learning and engagement dashboard to ensure program effectiveness and investments are delivering value to the organization, using industry/ historical data, trends and benchmarks to facilitate continuous improvement and effectiveness.

Engagement

- Monitor and coordinate the applications of External Awards.
- Develop and implement culture ideas/initiatives for learning and activities to strengthen employees' engagement with SLV's culture.
- Drive the implementation of SLV's recognition programs.
- Lead the HR communication efforts (e.g. publish internal newsletter, maintain HR information digital pages, draft communication messages,...) to effectively provide necessary information to staff via various Employees communications channels (e.g. the Source, employee handbooks, employee hub, email announcements, Workplace...)

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- Coordinate with Marketing for the preparations (e.g. idea developments, all related logistic arrangements, etc.) of companywide activities and events such as Townhalls, annual new year party, company/ function teambuilding (if any) and other activities/events as assigned.
- Provide bilingual translation supports when required.
- Support and contribute activities and initiatives to promote SLV's brand among potential talent pools and strengthen SLV's employer branding.
- Conduct ongoing research of best practices on company communications and applications of such findings in collaboration with regional communications team.

Other areas

- Manage other administrative tasks not limited to logistic arrangements, entertainment payments only to CHRO and Talent team when assigned.
- Coordinate in planning and organizing the meetings in HR function include HR Monthly meetings, HR off sites, especially to be in charge of all logistic arrangements related to the activities.
- Other tasks/ projects assigned.

Specialized knowledge

Technical Skills and Knowledge

- Ability to work under pressure with good prioritization skills to meet deadlines while working with ambiguity
- Good at human relation, critical thinking skills and attention to details
- Good influencing and interpersonal skills with people, internally and externally
- Good writing and verbal communication skills both Vietnamese and English
- High energy, drive and resilience with demonstrable passion for effective people engagement
- High interest in / good at using technology or engagement trending platforms (preferred)
- High levels of emotional intelligence, entrepreneurial mindset, and sense of art (preferred)
- Numeracy and ability to analyse quantitative and qualitative data.
- Proficient in MS Office specific PowerPoint & Excel

Problem solving

- Proactively addressing current and potential challenges as well as opportunities.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Flexible, creative approach to work and a willingness to challenge the status quo.
- Influence without authority skills are required – strong facilitation, negotiation and issue resolving skills

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Education and experience

- University degree, preferably in business related discipline or psychology
- Minimum 5+ years relevant Human Resources experience preferably gained in financial industry with hands on experience in learning, development, employee engagement and/or communications
- Team leadership experience with strong prioritization skills
- Ability to engage stakeholders at senior level and strong communication and influencing skills
- Being passionate, agile and tenacious