



Für eine Welt ohne Tuberkulose

FREUNDESKREIS FÜR INTERNATIONALE TUBERKULOSEHILFE e.V. (FIT)

2/21 Lê Văn Lương | P. Thanh Xuân | Hà Nội | Việt Nam

38/1 Nguyễn Văn Trỗi | P. Cầu Kiệu, Hồ Chí Minh | Việt Nam

33 Lê Đại Hành | Hồng Bàng, Hải Phòng | Việt Nam

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MST: 0314533658

VACANCY

JOB TITLE: HR Assistant

POSITION SUMMARY:

Location: Ha Noi

Employment Type: Full Time (100% FTE).

Contract Duration: 1 year (extension to be based on performance and availability of funds)

BACKGROUND:

Friends for International TB Relief (FIT) is a registered non-profit organization working in tuberculosis (TB) prevention and care through service delivery, research, technical assistance, and advocacy. **FIT** works closely with Provincial and National TB Programs and in-country partners to implement projects funded by international donors, including the US CDC, the Global Fund, Unitaids, the Stop TB Partnership and others. **FIT** also collaborates with leading academic institutions, such as the Liverpool School of Tropical Medicine and Karolinska Institutet, and actively contributes to regional and global TB policy and technical forums. For more information, please visit www.tbhelp.org

We are seeking a proactive and detail-oriented HR Assistant to provide comprehensive support to **FIT** and its affiliate entities. This role will help ensure smooth and effective HR processes, maintain compliance with applicable labor regulations, and foster a positive and productive workplace environment.

PRIMARY RESPONSIBILITIES:

- Take charge of the end-to-end recruitment process
- Support employee lifecycle processes, including onboarding, transfers, offboarding, and other HR administrative procedures
- Prepare and manage employment contracts and HR-related documentation
- Responsible for the enrollment of employees in statutory social insurance and other health insurance schemes
- Handle Personal Income Tax (PIT) and dependent registrations
- Support attendance tracking and monthly payroll preparation
- Assist in conducting annual employee performance reviews and provide guidance as required
- Collect data and prepare HR reports (headcount, labor reports to local authorities, ...)
- Support employee engagement activities, annual health checks, and internal events
- Perform other HR-related and ad-hoc tasks as required

REQUIRED QUALIFICATIONS:

- Bachelor's degree in human resources, business administration, management, or a related field
- Minimum 2 -year related HR experience
- Fluent in English, both written and verbal.
- Experience working in NGOs, development programmes, or donor-funded projects, or health organizations is a plus
- Strong time management skills with a proven ability to meet deadlines
- Analytical thinking, can-do attitude and growth mindset

APPLICATIONS SHOULD INCLUDE :

- A cover letter written in English
- An up-to-date, detailed Curriculum Vitae in English
- At least two (02) employment references (Name, Phone Number, and Email Address)

SEND AN APPLICATION :

- By e-mail to hr@tbhelp.org
- Subject: "Application for HR Assistant in Ha Noi"
- Deadline: No later than **24 October 2026**



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Compensation and the final position grade will be commensurate with experience and market benchmarks. Full benefits will be included in the compensation package. All applications will be carefully considered, but only short-listed applicants will be contacted and interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.

FIT is an equal opportunity employer.