



Allianz General Lao (AGL), the leading insurance company in Laos, was established in 1990. AGL is a joint venture between the Ministry of Finance of Lao PDR (MoF) and Allianz SE, the world leading insurance and financial services provider. With over 29 years experience in Laos, the AGL enjoys a very good reputation among local and international customers. We provide friendly working environment, mixture of different culture and competitive salary. Now, we are looking for dynamic employee to join with us in Headquarter office in Vientiane as below position:

Head of Human Resource (1 position)

Duties and Responsibilities:

Head of Human Resources is responsible for developing and managing the delivery of Human Resources strategy, policies, programs and services for the company. This includes the delivery of HR activities related to recruitment and retention, performance management and compensation, learning and development, employee relations, talent management, employee engagement, organizational development, and HR administration. At the same time significant experience and maturity is expected, as the role is also to provide support, expertise and guidance on people management matters directly to the CEOs, COO and senior management team.

The Job Description of the position is as below:

- Act as a strategic HR business partner to senior management, partnering with management to ensure the development and delivery of effective HR services.
- Develop and execute HR policies and procedures based on company strategy and ensure effective communication of these throughout the company.
- Ensure the development and delivery of top quality HR services – including for example talent management, learning and development, employee experience, employer branding, performance management and compensation & reward – that support the business, facilitate employee engagement, and are aligned with Allianz Group standards.
- Support/ drive change process, support changes in organization structure, build capabilities for new roles.
- Create and maintain high visibility and contact intensity as well as constructive, cooperative and trustful relationships with employees and employee representative bodies (e.g. works council).
- Identify HR related business needs, initiates and works to ensure alignment with Allianz Group and regional HR best practices, tools and processes.

- Oversees HR systems and employee records to ensure accuracy and improve the overall operation and effectiveness of the company. Ensures timely and accurate submission of data requested by the Management, Department of Labor, etc.
- Develop and implement a strategic workforce plan and headcount plan, creating and leading the deployment of this strategy as well as the projects and processes based upon the resourcing requirements.

Qualifications & Skills requirements:

- Higher education degree in business administration, economics, law, psychology, sociology, etc. or equivalent work experience.
- At least 5 years of solid experience in Head of HR or HR business partnering and in working with senior business leaders or relevant professional experience.
- Excellent knowledge of Lao labor law and employment regulations.
- Strong customer focus and positive and open approach.
- Proven project management, influencing and persuasion skills.
- Work experience in an international working environment desirable.
- Proven process and project management experience desirable.
- Excellent command of Lao and English language (written/spoken).

AGL offers:

- **Competitive salary**
- **Great career progress opportunities**
- **Comprehensive on job training**
- **A friendly and supportive work environment**

Interested applicants meeting the above requirements should submit their resume including a recent photo in passport size with cover letter describing your suitability for the role, career aspiration and salary expectation, and copied certificates to AGL Human Resources Department.

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