

**Function:** Human resource and administrative office has the function of advising and organizing the implementation of the decisions of the Rector in terms of human resource management and administration.

### **Missions**

Human resource mission

- Coordinating with other offices in building and organizing the implementation and improving the management, rules and regulations of the College;
- Planning and development of human resources to meet the requirements of the University missions;
- Developing staffing plan, fund salary; proposed promotion, appointment, salary increasing, functionary level raising, employe dismissing, sending to school, recruitment; reward; resign; retirement;
- Guiding and summarizing the work of emulation and commendation-discipline;
- Disseminating, guiding and supervising the implementation of laws, policies and current regulations on management of the University;
- Managing the profile of officers and employees in accordance with current regulations.

Administrative mission

- Coordinating with other offices in building and organizing the implementation of the work plan of the College;
- Managing incoming and outgoing documents, internal and secret documents, management and use of seals; checking issuing documents, monitoring the disposal of documents, record keeping papers;
- Organizing and preparing content, unveiled details for the meetings and conferences assigned by the Rector.
- Controlling work of prevention and hygiene in the campus; health care for officers, employees, students;
- Implementing protection; room fire; security and order on the campus;
- Organizing construction, control the ISO-9000 quality management system in all activities of the College;
- Preparing car use to meet the requirements of the school activities;
- Welcoming visitors to the college as assigned by the Rector;a