

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