

# Commercial Services

April 2016



## LABOUR-RELATED SERVICES

### BUSINESS SUPPORT IN VIETNAM

#### Labour-related Advice

The Commercial Section of the Embassy in Hanoi and the Danish Economic & Commercial Office in Ho Chi Minh City (DECO) promote trade and investment between Denmark and Vietnam. We are ready to assist your company with business support based on your individual request. The Embassy can assist you in the following labour-related issues:

- ✓ Labour contracts
- ✓ Seasonal employees
- ✓ Work permit for foreigners
- ✓ Temporary residence card for foreigners
- ✓ Report on employment of foreigners
- ✓ Unemployment registration/payment
- ✓ Social Insurance registration/payment
- ✓ Health Insurance registration/payment
- ✓ Recruitment

Our advice and services are tailor-made based on the company's needs. As an integrated part of the Ministry of Foreign Affairs and Trade Council of Denmark our services are subject to payment of DKK 935 per hour (as per January 2016). The fees are based on the number of hours used on the activities/selection process.

#### Recruitment service

The Embassy in Hanoi and our office in Ho Chi Minh City can assist you in the whole selection process, from placing advertisement in newspapers and online, processing replies, shortlisting the candidates to arranging the interviews in order to select the right candidates for your company in Vietnam. To ensure the expected result, we can carry out the following:

- ✓ Vacancy advertisement
  - Draft the content of the advertisement for your review and approval; and
  - Assist you in selecting the newspaper/website and arranging for advertisement.
- ✓ Shortlisting the candidates

- Based on the requirements of your company, we will evaluate candidates' details and make a short list of the potential candidates to be invited for the first round interview.
- Contact the candidates for interviews/rejection.
- ✓ Interviewing the candidates
  - Conduct the interviews with shortlisted candidates based on the requirements of your company.
  - The company can also participate in the interview with candidates via video conference of the Embassy.
- ✓ Follow up
  - Negotiate offer with successful candidates
  - Conduct the reference check of candidates
  - Remain in contact with your company and the successful candidate(s) on start date.

## Working Methods

An assignment starts with a dialogue with the company, followed by a detailed offer from the Embassy specifying the content of the assignment, working methods, timeframe, price and delivery. It is a fixed offer based on estimated hours required, where only actual hours spent will be invoiced. The company can thus on an informed basis assess the recommended action plan and the expected outcome. We place great emphasis on continuous dialogue with the company throughout the assignment to ensure the best results. Each task is finalized with recommendations concerning the next steps that the company should take to strengthen its position regarding the completed task.

## Why the Embassy?

- ✓ Integrated part of the Trade Council with global presence and knowledge base
- ✓ Experiences from helping hundreds of Danish companies in Vietnam
- ✓ Active in the market 365 days a year
- ✓ Provides tailor-made advice within 48 hours
- ✓ Vietnamese staff with sector and local expertise
- ✓ Good understanding of Danish and Vietnamese business culture
- ✓ Competitive prices compared to international consultancy firms
- ✓ Excellent relationship with Vietnamese authorities, unique access to authorities and companies as we work under the umbrella of the Embassy

## We Look Forward to Assist You

### Our team in Hanoi:

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### Our team in Ho Chi Minh City:

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