

act:onaid Job Description and Person Specification

Job Title:	Human Resource (HR) and Safeguarding Coordinator (Maternity Cover)	Effective Date	September
Department:	Human Resource & Organisational Development (HROD)	Job Family:	Human Resources
Reports to:	Head of HR, OD & Safeguarding	Grade:	Six (6)
Location:	Country Office, Kathmandu		
Job Role			
Role Overview:	<p>HR & Safeguarding Coordinator is responsible for the management of all operational HR business processes (in these areas but not limited to- recruitment & selection, onboarding & induction, insurance, performance management, learning & development, contractual process, exit etc.) under the direct supervision and guidance of Head of HR, OD & Safeguarding.</p> <p>Building on ActionAid's Code of Conduct and its feminist approach, ActionAid is committed to preventing sexual harassment, exploitation, and abuse (SHEA) and other Safeguarding concerns, including child abuse and abuse of adults at-risk, and responding robustly when these harms take place. HR & Safeguarding Coordinator will be responsible for supporting Head of HR, OD & Safeguarding in aligning ActionAid International Nepal's (AAINs) culture, systems, processes, and policies with those of the ActionAid International (AAI) organisational safeguarding approach to ensure the highest standards of safeguarding are carried out. They will work with others to ensure that all staff and those we work with are aware of expectations regarding conduct and treat all people they come across in their working lives with respect and dignity.</p> <p>This position is responsible to contribute to the following institutional priorities as per the requirements of AAIN:</p> <ul style="list-style-type: none"> • Human right based approach (HRBA) • ActionAid's Humanitarian Signature • Feminist Leadership • Behavioural change approach (BCA) 		
Organizational representation	<ul style="list-style-type: none"> • Represents ActionAid international Nepal (AAIN) to attend various HR & Safeguarding network and alliance meeting, knowledge sharing and learning forums, document and share feedback with the team 		
Strategy development	<ul style="list-style-type: none"> • Contributes in the development of AAIN Country Strategy Paper and other organisational strategies, policies, guideline documents • Supports Head of HR, OD & Safeguarding in the development and update of HR & Safeguarding strategy, policy, procedures, and guidelines 		
System compliance	<ul style="list-style-type: none"> • Adhere/ comply with approved organisational policies and procedures • Support Head of HR, OD & Safeguarding in ensuring that all staff strictly adhere to the Organisational Code of Conduct, policies, procedures, systems and practices • Remain vigilant of Conflict of Interest and Confidentiality issues across the organisation, and recommend appropriate actions to Head of HR, OD & Safeguarding 		

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Key Accountabilities / Responsibilities	Key Activities
Budgeting and planning	<ul style="list-style-type: none"> • Contribute to the development, review and consolidation of AAIN plans and budgets; and the annual national resource allocation • Support Head of HR, OD & Safeguarding in preparing, tracking, and revising HRODs annual plan and budget (APB) • Draft Quarterly Performance Plan (QPP) of HROD • Consolidate annual Human Resource plans of each department/unit and track progress against the plan; recommend appropriate actions to Head of HR, OD & Safeguarding for effective HR planning and implementation
Monitoring	<ul style="list-style-type: none"> • Ensure individual work plans and progress reports are submitted to Head of HR, OD & Safeguarding at agreed intervals (monthly/quarterly etc.) • Support Head of HR, OD & Safeguarding and line managers in monitoring each staff's performance and development, and recommend appropriate actions in case of observing exceptional performance/development or underperformance • Keep oneself up to date on changes in international and national HR/labour law and regulations as well as ActionAid International's (AAI) policies/framework, and recommend changes in AAIN policies/procedures to Head of HR, OD & Safeguarding • Coordinate with Internal Audit for timely completion of annual Labour Audit and submit to the Department of Labour of the Government of Nepal
Reporting	<ul style="list-style-type: none"> • Draft HROD reports (including Quarterly Performance Report, QPR) to ensure that they meet the requirement of AAIN, AAI, donors and other relevant authorities • Keep up to date HR & Safeguarding information and data and provide an analysis when required for the continuous improvement of HROD processes
People Management	<ul style="list-style-type: none"> • Support in maintaining an enabling environment for staff performance, recognition, and reward to encourage staff productivity, innovation and performance (e.g., facilities, equipment, duty facilitation, team building etc.) • Participate in the review of staff job descriptions and setting of performance standards • Jointly develop performance/development objectives of supervised staff, conduct comprehensive performance appraisal of supervised staff and provide / obtain feedback • Provide induction, training, coaching, mentoring and advice to staff to ensure that they understand and carry out their responsibilities effectively
Communication and share learning	<ul style="list-style-type: none"> • Contribute and support effective communication for AAINs visibility, profile building, networking and alliance building • Document and share key lessons learnt with other team members, functions, etc. • Maintain effective formal/informal communication with all staff to support HRODs Staff Engagement and Motivation initiatives
Learning and Development (L&D)	<ul style="list-style-type: none"> • Support in the development process of AAIN L&D Strategy • Prepare annual L&D Plan in line with L&D Strategy and play a facilitation/coordination role in the effective implementation of the L&D Plan
HR Operations	<ul style="list-style-type: none"> • Play a leading role in all HR operational processes including but not limited to-

	<ul style="list-style-type: none"> - Recruitment & selection - Onboarding & induction - Medical, accidental, and other staff insurance (such as Global AIG insurance) - Employment contracts and staff letters - Attendance and leave - Individual staff performance planning and reviews - Annual Cost of Living Adjustment (COLA) - Separation & final clearance • Support Head of HR, OD & Safeguarding in strengthening AAINs staff performance management system and processes • Provide inputs to Head of HR, OD & Safeguarding and Head of Finance/Admin for robust compensation and benefits management system; Support Finance in payroll processes, as and when required. • Play an active role in ensuring staff and office safety & security working closely with the Security Focal Point • On Head of HR, OD & Safeguarding's guidance, participate in employee relations processes such as grievance handling, investigation, disciplinary processes etc. • Accountable for maintaining all HR records and database (hard copies and e-copies)¹ in a systematic manner for easy retrieval at any time for audit and other requirements; ensuring full confidentiality of HR data/information. • Take timely action for smooth management of employee life cycle by daily tracking HR trackers such as- contract renewals, probation period completion, etc. • Provide timely 'customer service' to staff as and when requested. Example: travel letters, experience letter, etc.
<p>Sexual Harassment, Exploitation and Abuse (SHEA) + Safeguarding</p>	<ul style="list-style-type: none"> • Support the SFP in developing complaints mechanisms. Seek regular feedback on the use of these mechanisms and monitor their use to ensure they are fit for purpose. • Create and facilitate safe spaces to enable staff and others to raise concerns, share ideas, and collaborate freely. • Under the SFPs guidance, provide necessary support to complainants and survivors in line with AAI's survivor centred approach (e.g., medical support, psycho-social support) • Work closely with the SFP for the development, roll-out, and communication of safeguarding implementation plans (these will include reporting mechanisms, tools, training programmes etc.) • Work closely with staff and partners as appropriate to ensure consistent Safeguarding measures (e.g., creating accessible complaints mechanisms in communities, ensuring that appropriate vetting is carried out on all staff and other representatives) are implemented in all ActionAid programmes and activities. • Ensure that all staff and partners raise community awareness of SHEA and Safeguarding policies and processes, especially when it comes to reporting safeguarding concerns (including complaints mechanisms) • Carry out partner and community visits and, where appropriate, make necessary recommendations to the SFP for improvements. • Facilitate Safeguarding training programmes to enable AAIN and its partners' staff, volunteers, and contractors to fulfil their duties and responsibilities in relation to Safeguarding • Ensuring that everyone understands their roles and responsibilities with respect to Safeguarding when it comes to interaction with people we work

¹ Including but not limited to- individual personnel file, data, and information; recruitment tracker; employee life cycle tracker; L&D tracker; performance management tracker; leave tracker, etc.

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	<p>with and those who are especially at-risk; and is provided with the necessary information, training and support on safeguarding matters</p> <ul style="list-style-type: none"> • Support programme staff to ensure that partner organisations are also aware of our safeguarding standards and procedures • Maintain a confidential database of all safeguarding concerns, and their outcomes for relevant internal and external reporting purposes
Others	Any other official task as assigned by the Line Manager
Typical People Management Responsibility	
Approximate number of people managed in total	1
Matrix Manager – (projects/dotted line)	No
Team Leader	No
Manager of Team Leaders/Managers	No
What is the global remit? Operates in:	
Own country	Yes
Geographic Region	No
Multiple Geographic Regions	No
Remit covers all ActionAid countries	No
Financial (limits/mandates)	Limits
Direct departmental budget:	No
Organization-wide expenditure	No
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
All staff of AAIN, AAI HROD community, AAI Safeguarding Team	Other INGOs, Consultants, Government Line Agencies, Alliances and other stakeholders
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • A bachelor's degree in HR Management or any other relevant degree from a recognized University; A Master's degree with a specialisation in HR preferred • Highly desirable- A formal qualification or certification in SHEA Safeguarding
Essential Experience	<ul style="list-style-type: none"> • At least five years of work experience in various sub-functions within HR • At least one year of direct work experience in SHEA Safeguarding • Prior experience in the development sector would be highly advantageous. • Experience of working in a multi-cultural environment
Essential Knowledge	<ul style="list-style-type: none"> • Good understanding of normal practices in non-profit organizations • Networking and collaboration

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Language proficiency	<ul style="list-style-type: none"> • Excellent communication skills (reading, writing, listening, and speaking) in both English and Nepali
Essential Skills	<ul style="list-style-type: none"> • Excellent people/interpersonal skills including listening, communication, coordination, collaboration and influencing • Proven self/people management skills • Demonstrated ability to work under reasonable pressure, deadlines, and multiple priorities • Excellent hands-on skills using Microsoft Office Package, mainly MS-Word, Excel, PowerPoint, and Outlook
Personality trait	<ul style="list-style-type: none"> • Organized • Persistent • Collaborative • Wants to lead • Warmth/Empathy

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AAIN's mission and comply to AAIN's values, which are: *Mutual respect, Equity and justice, Integrity, Solidarity with the people living in poverty and exclusion, Courage of conviction, Independence, Humility.*

It is part of every staff member's responsibility to contribute to AAIN's principles, strategies, policies, and procedures on *Feminist Leadership, Safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security.*