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| **Job Title:** | | **Human Resource and Organisational Development (HROD) Officer** | | **Effective date** | April 2020 |
| **Department:** | | HROD | | **Job Family:** | Human Resources |
| **Reports to:** | | HROD Manager | | **Grade:** | Five (5) |
| **Location:** | | Country Office, Kathmandu | | | |
| **Direct Reports:** | | Human Resource Assistant; Trainees and interns in the department | | | |
| **Job Role** | | | | | |
| **Role Overview:** | HROD Officer is responsible for the management of all operational HR processes (in these areas but not limited to recruitment, onboarding, induction, insurance, performance management, learning & development, staff contract management, exit) under the direct supervision and guidance of HROD Manager. This position provides support in the strategic human resource management by actively participating in HROD strategy, policy, and guideline formulation as well as providing inputs in HR related decision making as and when sought. | | | | |
| **Organizational representation** | * This position represents ActionAid to attend various HROD related networks and meetings, knowledge sharing and learning forums, document and share feedback with the team | | | | |
| **Strategy development** | * Participates in the development and provide positive inputs and critical comments for the formulation/update of AAIN's HROD policies and procedures. | | | | |
| **Organizational systems** | * Responsible to adhere/ Comply with approved organisational policies and procedures * This position implements all necessary policies and procedures to ensure that correct procedures are followed by staff | | | | |
| **Key Accountabilities / Responsibilities** | Key Activities | | | | |
| **Budgeting and planning** | * Support in preparing, tracking and revising the annual plan and budget for HROD related activities * Draft Quarterly Performance Plan (QPP) of HROD * Prepare recruitment plan for each vacant position and coordinate for effective implementation by all persons involved * Prepare and maintain L&D Plan | | | | |
| **HR Business Process and Record Management** | * Ensure that HRMIS is maintained and updated accurately * Ensure that HROD related files and folders (both hard copy and soft copy) are well-maintained and recorded, and are easily retrievable; maintain full confidentiality of those documents * Provide operational support throughout the recruitment process and engage as a panel member if required * Lead the onboarding of new staff by managing their induction, orientation, and logistics * Ensure that the following HROD related records are up to date- staff list (including interns, consultants, volunteers, casual, visitors etc), HR dates tracker, Recruitment tracker, L&D Tracker, Leave plan and utilization, Performance Management Tracker, Travel Tracker, and others as relevant * Based on the trackers mentioned above, take appropriate action in consultation with HROD Manager. For example: contract renewal, leave utilization circulation etc. * Provide timely customer service to staff as and when requested. Example: travel letters, experience letter, etc. * Ensure staff related insurance are always up to date. | | | | |
| **Reporting** | * Keep up to date information and data and provide the analysis when required for the continuous improvement of HROD processes * Prepare quarterly performance report (QPR) and share it with the manager * Provide inputs in the development of various HROD related reports to ensure it is in accordance with the requirement | | | | |
| **Staff Management** | * Ensure an empowering work environment and team building in compliance to AAIN's values, principles and attitude * Participate in the review of staff job descriptions and setting of performance standards * Provide induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively | | | | |
| **Capacity Development** | * Based on training need assessment conduct/coordinate training programs to enhance staff learning and improve existing competencies. * Develop and update training modules on regular basis | | | | |
| **Performance Management** | * Facilitate in effectively carrying out organization wide Performance Evaluation and ensuring the Performance Review is done as per the organization’s policies * Support in managing organizational performance levels by exercising performance improvement plans to individuals, teams as and when necessary through systematic identification systems | | | | |
| **Others** | Any other official task as assigned by the Line Manager | | | | |
| **Typical People Management Responsibility** | | | | | |
| ***Approximate number of people managed in total*** | | | **2** | | |
| ***Matrix Manager – (projects/dotted line)*** | | | **No** | | |
| ***Team Leader*** | | | **No** | | |
| ***Grandfather- 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 departments of AAIN, Resource Centres, international and Regional Offices | | | Other INGOs, Government Line Agencies, Alliances and other stakeholders | | |
| **Person Specification** | | | | | |
| **Education & Certifications** | * 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 | | | | |
| **Essential Experience** | * At least 3-4 years’ work experience in a related field in a similar role and similar organization * Experience of working in a multi-cultural environment | | | | |
| **Essential Knowledge** | * Good understanding of normal practices in non-profit organizations * Networking and collaboration | | | | |
| **Language proficiency** | * Excellent communication skills (reading, writing, listening and speaking) in both English and Nepali | | | | |
| **Essential Skills** | * 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** | * 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.*