

Terms of Reference (TOR) of Admin and Human Resource (Admin/HR) Officer

Human Resource (HR) Officer will lead the overall Human Resource Management of the organization. The position will work closely in coordination and in supervision of Executive Director (ED) leading the implementation of HR management plans including capacity building, performance evaluation of staffs and assist implementation of operation plan of the organization. HR Officer works with Central and District Management Team to plan and executive the human resource management plans and policies. Additionally, the position will oversee overall organizational administrative operation.

Duties and Responsibilities

- Overall management of human resources of the organization.
- Identify HR related issues and make action plan to address the issues and implement in the organization.
- Provide HR related support to Admin, Finance and Program Sections and also to the branch offices to facilitate decision making as per need.
- Keep record of attendance, leave and special arrangements for all staffs and ensure the organization culture is adhered by the staffs.
- Maintain current organizational chart and current staff contact list, monitor and record employee time-sheet and leave requests;
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc
- Take lead in preparing and publishing vacancy announcements, cv and application screening and organizing recruitment process.
- Provide feedback for timely review and update of HR policies and ensure compliance to and implementation of the policies, systems and practices in the entire HR and admin activities to meet the organization's needs;
- Keep oneself updated of Labor Laws provisions and revision by GON on regular basis and communicate any need of changes to the Central Management Committee
- Ensure to develop job descriptions for new positions; and update JDs for all staffs as per the change in their roles and responsibilities
- Oversee the contract and benefits administration in regards to issuance, renewable and revision for employment contracts;
- Ensure to conduct Staff's periodic (after probation and specific new assignment) and annual performance appraisal.
- Take up the roles as per the need of organization and instruction of supervisor.
- Facilitate Board Meetings, Annual General Meetings and Staff Meetings.
- Renew the membership of board members as necessary.
- Responsible for the timely renewal of the organization.
- Follow-up visa or resident cards for expatriate and arrangement of national and international travel.
- Ensure all travel requests for national and international travels including booking vehicles and accommodation, purchasing tickets and travel insurance, arranging visas, etc. are followed up in timely manner.

- Coordinate and work closely with field offices on office inventory, vehicles and motorbikes management.
- Liaise with Government officials on office renewal to ensure the renewal on time.
- Liaise with Tax Department to ensure that the Organization Certification is up to date.
- Ensure office and vehicle insurance is up to date and appropriate Procurement.
- Ensure driver maintains the vehicle in working condition which includes regular maintenance, do daily check list, cleanliness of the car inside and outside daily and available drinking water to passengers. etc.
- Ensure all the work carried out are in accordance with the relevant law and regulation and even the organizational policies such as ‘admin & finance policy’ and HR policies.
- Custody of all office assets, their safety, insurance, tracking movements, regular updates of the Asset register and spot check .
- Undertake responsibility in obtaining required quotations, preparation of a Comparative Bid Analysis, and advice in recommending purchasing, with all information being systematically recorded in Purchase Committee minutes where appropriate.

Required Qualification and Experience:

- Minimum Bachelor’s Degree in Business Management, Public Administration, Bachelor’s Degree in Business Administration, Humanities or related field with at least 3 year of professional work experience in HR management.
- Excellent written and verbal communication and reporting skills in English and Nepali language,
- Experience in human resource planning, hiring and overall management.
- Knowledge on administrative management, interpersonal communication and negotiation skills.
- Experienced with HR related software operation and recording keeping and processing and analyzing.
- Computer literacy and command in written skill and typing in Nepali Language
- Prior working knowledge on rights-based organization, specifically relating to gender equality and diversity is an added value.

Applying Procedures: WOREC Nepal strongly encourages women and candidates from dalit/Janjati and sexual minority to apply.

Qualified candidates may send cover letter detailing their experience and motivation for the current position with an updated CV to vacancy@worecnepal.org by 9th February, 2024.

The application without cover letter and CV will not be considered for the position. Please write the name of Position in the subject/Head of email to which position you are applying.

Only the shortlisted candidates will be called for written test and interview. No telephone calls will be entertained.

For details visit: <http://worecnepal.org/career>