# Administration Officer and Human Resource Office (AHR Officer)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Oct. 27, 2016, midnight

## Basic Job Information

Job Category     : General Mgmt. / Administration / Operations
Job Level        : mid
Job Location     : Lalitpur
Offered Salary   : None

## Job Specification

Education Level       : Graduate (Masters)
Experience Required : Not Required

### Other Specification

- Professional experience of one year or more will be added value
- Experience in successful implementation of a responsibilities in administration and/or human resources position
- Strong verbal and written communication skills in English and Nepali
- Strong planning, supervisory, and management skills
- Work well independently as well as part of a team

## Job Description

Administration Officer and Human Resource Office (AHR Officer) is a member of the College Management Team (CMT), which is the highest-level committee authorized to discuss and decide keyagenda of day-to-day college operation and to provide suggestions to anagement Board on strategic issues.

AHR Officer is required to supervise overall administration function and human resource function of the college. S/he is also responsible to facilitate Result Based Management (RBM) system. RBM, at Kathford, comprises the essential components of operations, human resources, and monitoring and evaluation.Under RBM, s/he is responsible for facilitating department plans, department reports, tracking department progress, generating analytical reports, and reviewing policies and procedures.

AHR Officer is expected to prepare a strategic direction for RBM in aligned with the organization goal of Kathford in coordination with Principal. This position will report to Principal of the college.

Primary Duties & Responsibilities:

Implementation of human resource systems

- Work as a primary contact with the concerned department with respect to the HR issues.
- Update the position description in the organization according to the need in consultation withthe respective Head of the academic departments (HoDs) and the Principal.
- Maintain leave and attendance system.
- Maintain employee database.
- Establish standard recruiting practices and procedures as directed by Principal.

Management and development of staff performance

- Review, develop, and train staffs on performance evaluation system and guidelines.
- Coordinate and support staffs to implement performance evaluation system.
- Provide advice and support for performance management issues and assist HoDs in implementing performance appraisal.

- Organize and coordinate both in house and off-site staff training and development programs to meet the identified development needs.

Implementation of Department planning and reporting systems

- Work as a primary contact with respect to planning and reporting system
- Review, develop, and train HoDs on annual plan, and guidelines
- Coordinate and support staffs to implement department plan and reporting system
- Provide advice and support for planning and reporting issues and assist HoDs in implementing the system
- Synthesize and analyze data and write summary reports

Implementation of policies and systems

- Review and develop college resources related to policy and procedures and revise as necessary according to the need in consultation with the Principal
- Provide regular updates on planning and reporting activities and results at regular meetings
- Identify labor related legal requirements and University reporting. Prepare information requested or required for compliance

Supervision of general administration

- Control and direct procurement in adherence with procurement policy and procedure
- Supervise and ensure smooth operation of physical facilities including their services and qualities in the college premises
- Plan and execute students' affair and activities in collaboration with HoDs
- Direct and supervise day-to-day operation of the college including reception, laboratories, libraries, cafeteria
- Supervise and control house-keeping and security system in the colleges

Reporting

- Report to principal about infrastructure related issues in timely basis
- Analyze and document good practices in the existing system that requires continuity
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- Analyze and document good practices in the existing system that requires continuity, and Monitor loopholes/shortcomings/deficiencies of the college system, and report to the principal in timely manner
- Plan and propose new system/practices. Report and discuss pre/post implementation status with principal

**TO APPLY:**

Interested candidates are requested to send their updated resume to [principal@kathford.edu.np](mailto:principal@kathford.edu.np)

**OR,**

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**Applying Procedure**

Apply Link : https://merojob.com/administration-officer-and-human-resource-office-ahr-officer/

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