



HR OFFICER

- **Vacancy for:** Few
- **Posted on:** July 1, 2017
- **Deadline:** Nov. 28, 2016, midnight

Basic Job Information

Job Category : Human Resource /Org. Development
Job Level : mid
Job Location : Nuwakot
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

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Job Description

MAIN RESPONSIBILITIES

Objective 1: Maintain national staff files and Staff Database (ACF and Partner staff)

- Check the validity and file documents in the staff files and request for missing documents
- Update the staff database with personal information, leave days and overtime hours
- Maintain staffs' leave file (excel file) update with all types of accruals and annual leaves taken
- Copy all request of leave days, overtime, loans and salary advances and file them in the staff files on time

Objective 2: Provide support to the Finance and HR Manager

- Check that the request for annual leave forms ,overtime hours, loan application, salary advance etc. are conformed with ACF policies and the national regulations
- Follow-up the implementation of the annual appraisal and training plan as delegated by the Finance and HR Manager
- Ensure and follow-up all staff is registered for insurance
- Check invoices of medical expenses submitted by staff
- Assist to prepare monthly payroll by maintaining all documents and information (in an excel).
- Maintain and update training providers database

Objective 3: Assist in staff's recruitment and separation

Recruitment:

- Prepare job announcements (ensure Recruitment request form and JDs are received)
- Make appointments with the candidates for recruitment process
- Assist in organizing recruitment tests and interview
- Greet and inform new employees on administrative issues and human resources
- Collect all the personal information needed and make sure that every new employee signs an employment contract, a job description, and the ACF Charter before working
- Prepare ID for new employees and update with the logistics department the ACF equipment list

Separation:

- Receive all information from base needed for Finance and HR Manager in Capital office to organize the full and final payment

- Ensure with the logistic department that the ACF equipment is given back before the full and final payment,
- Ensure to have signed Clearance form and Exit interview Form and file those accordingly.

Objective 4 : Participate in the HR issue

- Consolidate and report all request from the staff
- Assist the Finance and HR Manager in the internal communication of HR issues, and conciliation with the staff
- Organize general meeting with the staff and write the minutes
- Follow the national code of conduct, the employment tax and regulations, and ensure that ACF HR policy is consistent with them

QUALIFICATIONS AND REQUIRED SKILLS

- Bachelor level degree in management with at least two years of work experience in related field
- Computer literate
- Organizational Capacity
- Interpersonal skills/Good communication with people
- Sense of confidentiality
- Knowledge of local employment regulation
- Excellent oral and written communication skills in English and Nepali
- Ability to work under pressure
- Ability to set and manage priorities

VACANCY REF: ACFADMNUHRO110E

Contract Type : Fixed Term Contract

Contract Duration : till 30th April 2017 (with possibility of extension)

Basic Salary per month: NPR 52,636 (plus accommodation allowance (based on localized / delocalized employee status, transportation allowance, festival bonus benefit and provident fund)

Duty Station: Nuwakot

TO APPLY,

Interested Nepali applicants with suitable skills are requested to submit an application letter, updated CV with two referees through email: recruitment@np.missions-acf.org by **28th November 2016**. The Vacancy Reference must be mentioned in the subject otherwise the application will be disqualified. Only shortlisted candidates will be contacted for further process. Applications will proceed as soon as we receive. ACF Nepal reserves the right to reject any or all applicants and ACF provides equal opportunities for all candidates.

Telephone enquiries will not be entertained.

Applying Procedure

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