



## HR Officer - One

- **Vacancy for:** 1
- **Posted on:** March 20, 2018
- **Deadline:** April 3, 2018, 11:55 p.m.

**Job Location:** Kathmandu

**No. of Vacancy:** 01

### Responsible For:

- Human Resource (HR) Officer is responsible for supporting the Human Resources functions related to the project
- S/he needs to support in designing and executing Human Resources related administrative and management plan

### Minimum Requirement:

- Bachelors' degree in management with a minimum of 3 years of relevant experience
- Professional qualification in HR Management from a recognized institute will be an advantage
- Excellent knowledge of Nepalese employment law and other related laws is essential

### Key Responsibilities

- Support in Workforce planning and manage recruitment and selection process
- Ensure all Personnel File are maintained as per MSI Standard and legal requirement and ensure that files are kept confidential
- Issue contract and letters to all employees (Offer, contracts, transfer, separation, retrenchment, retirement etc)
- Issue contract and letters to the consultant, short-term enumerators and other short-term team members
- Lead the process of reviewing Job frameworks (JF) and the preparation of new revised Job frame in line with organisational staffing strategy

### Applying Procedure

For detail Job descriptions for above positions, please visit <http://www.mariestopes.org.np/en/about-us/vacancy>

Suitable candidates meeting the above criteria are requested to send their CV and covering letter to [MSNRecruitment@mariestopes.org.np](mailto:MSNRecruitment@mariestopes.org.np) by **April 3, 2018, 5:00 PM**. Only shortlisted candidates will be invited for the further selection process.

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