



Human Resource Manager

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** July 5, 2016, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : senior
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

- At least 6 years' experience in HR field with 3 years of experience in a managerial position
 - Knowledge of collective and individual management fundamentals such as local labor law/ regulations, remuneration and social benefits, payroll and staff administration, recruitment, training, career
 - Experience of working with local partners
 - Organizational skills and management of priorities
 - High sense of confidentiality
 - Good English knowledge (oral and written)
 - Advanced skills in computers (Windows, spreadsheets, word processing)
 - Able to solve problems/ solution oriented
 - Able to develop a global and long term vision
 - Be sensitive to others and to the environment
 - Able to mentor and transfer knowledge within his/her team and local partners
 - Able to argue, convince, lead a negotiation
 - Able to develop, maintain and mobilize a professional external Excellent oral and written communication
 - Good interpersonal, analytical and report writing skills
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Job Description

Main Objective: Define Human Resources policy for the mission and coordinate its implementation and deployment throughout the mission in order to provide optimum support to programs.

Objective 1: Contribute to defining mission strategy

- Contributing a Human Resources perspective to coordination discussions
- Advising other departments on their Human Resources needs
- Ensuring that Human Resources needs and constraints are taken into account in the preparation of projects
- Collecting data and writing the Human Resources section of proposals and reports to funding bodies and contributing to the financing plan
- Representing the mission to outside bodies on issues of Human Resources and developing a network for the exchange of information and good practice

Objective 2: Supervising the staff administration and payroll

- Supervising the drafting, monitoring and termination of employment contracts of local employees and follow- up of the termination of employment contracts of expatriate staff members

- Checking the documentation of staff files and the archiving of documents according to guidelines laid down by
- Supervising the collection of data relative to variable elements in staff pay (monitoring hours worked, salary advances, bonuses, deductions etc) for locally recruited and expatriate employees and for the production of
- Monitoring the social benefits paid directly by ACF to both locally recruited and expatriate staff (child
- Checking the tax returns of local staff and ensure timely payment of taxes to the authorities concerned
- Checking on visas, work permits, expatriates' declarations to the local authorities, and ensuring that all local
- Producing reports, both monthly and whenever required by headquarters, authorities and funding bodies
- Monitoring the strict application of contractual requirements and reminding Managers of internal regulations and the social rights of local and expatriate employees
- Monitoring the movements of expatriate employees: breaks, arrival/return to mission, ensuring that regulations are adhered to and forwarding the relevant documents to headquarters and other interested

Objective 3: Provide for the recruitment and training of all employees and promote career development

- Adapting the ACF recruitment policy for local employees to the local context and taking part in the recruitment of both local and expatriate employees
- Implementing the induction process for new employees, and adapting and updating the tools as necessary
- Drawing up an annual training plan for local employees, monitoring its operation and producing a review on the basis of feedback from employees and their managers
- Implement the procedure for individual appraisal interviews and the associated annual schedule, monitoring its application and the quality of outcomes
- Providing support to managers and training new managers in matters of recruitment, appraisals and team

Objective 4: Ensure a coherent organisation of work and establish a policy of compensation and benefits

- Implementing the ACF classification grid and job descriptions and informing headquarters of specific local
- Advising managers on the drafting of organisational charts for new projects
- Defining the national policy for variable elements in staff pay (bonuses, transport costs etc)
- Defining the national policy concerning social benefits and, where appropriate, negotiating contracts and ensuring articulation with external private bodies (medical, retirement, insurances....)
- Drawing up and monitoring the annual budget of the Human Resources department, approving the creation of new posts, calculating costs and financial forecasts relative to the introduction of new projects
- Warning of any difficulty in maintaining the payment of salaries and social benefits in situations of budgetary

Objective 5: Implement collective rules and communicate internally

- Adapting and updating the internal regulations and the convention on social benefits and ensuring that they are lodged with the relevant authorities
- Putting in place health and safety at work procedures and working towards their improvement as and when
- Being attentive to the social climate in coordination with the Field Coordinators; preventing and managing conflict; providing mediation in case of conflict, if needed.
- Implementing the procedure for managing disciplinary problems and sanctions in respect of local employees
- Preparing and activating social plans in collaboration with the Country Director and the Heads of Departments
- Identifying legal, social and financial risks associated with national Human Resources policy (the provision of indemnities on termination of contract, review of dismissals, ongoing judicial proceedings) and flagging up
- Maintaining close relations with local authorities in the domain of Human Resources (labour inspectorate, the
- Securing the services of a lawyer and seeking his/her advice whenever necessary

Objective 6: Promote and ensure collaboration and coordination in Human Resources with the mission's

- Analysing the risks in HR matters and formulating recommendations concerning the selection of partners
- Implementing and monitoring the modes of HR management in the framework of joint projects
- Establishing with the partner the HR aspects of partnership conventions and agreements
- Ensuring that the undertakings of ACF and its partners on HR matters are respected
- Playing a role in consolidating the capacities of partners where a need is identified
- Taking full advantage of all innovative practices in the management of partnerships at base level

Objective 7: Prevent and manage cases of fraud and corruption

- Identifying the risks of fraud and corruption in his/her field of competence and putting in place preventative
- Making his/her team aware of the risks of fraud and corruption
- Alerting the Country Director to cases of fraud and corruption and undertaking corrective action

Objective 8: Manage the Human Resources team and the home staff in capital and be support/technical

- Defining the Human Resources needs in his/her area of activity and producing the organisational chart of
- Taking part in the recruitment of his/her teams
- Working out and monitoring individual action plans for team members
- Managing planning operations, task sharing and coordination of work
- Providing for appraisal interviews for team members
- Identifying the training needs of team members

Contract Type : Fixed Term Contract

Contract Duration : 12 months

Basic Salary per month : NPR 93,192 plus (accommodation allowance which depends on localized/delocalized staff, transportation allowance, provident fund benefit and festival bonus)

VACANCY REF: ACFHRKMHRM

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 5 th July 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. 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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