



## Human Resource Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Feb. 10, 2017, midnight

### Basic Job Information

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

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### Job Specification

Experience Required : Not Required

### Other Specification

- 2 to 3 years of experience working in Human Resource Management in a dynamic organization
  - Working knowledge of policies and practices related to employment in Nepal.
  - Enjoy working with people
  - Be patient, tactful, diplomatic and approachable
  - Be able to stay calm in difficult situation
  - Have good spoken and written communication skills
  - Be confident about gathering facts and statistics and making financial calculations
  - Respect the importance of confidentiality
  - Bring progressive approaches to HR practices for organizational transformation
  - Have problem solving skills to deal with disputes, grievances and staffing problems
  - Be able to use databases, spreadsheets, word processing and accounts packages
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### Job Description

- Assisting the Deputy General Manager with generalist HR matters, including reviewing and developing relevant CAS Group Policies and Procedures and providing advice in relation to employee performance, conduct and absence management
- Recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates
- Keep abreast of labour policy and practices and update the company policy and employee handbook if and when required to ensure equality and consistency in HR approaches
- Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management
- Assist and conduct timely performance appraisal and recommend salary revisions and recommendations
- Analyze training needs in conjunction with departmental managers and planning training for staff to enhance their performance and achieve the company's business aims
- Managing and maintaining contracts, personnel files and other employee information
- Provide necessary support to other team functions including administrative and operational issues

### TO APPLY,

Interested candidates are requested to submit their CV along with a cover letter stating why you are fit for the role at [hr@cas.com.np](mailto:hr@cas.com.np)

OR,

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## Applying Procedure

Apply Link : <https://merojob.com/human-resource-officer-5/>

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