



## Human Resources Coordinator

- **Vacancy for:** 1
- **Posted on:** Jan. 16, 2018
- **Deadline:** Jan. 30, 2018, 11:55 p.m.

**Requirement:** 01

**Level:** C2

**Duration:** Fixed term contract up to March 2020

**Location:** Kathmandu

### **Job Role:**

This position will be responsible to ensure the implementation of appropriate HR strategies for Oxfam in Nepal.

S/he will also ensure that Oxfam in Nepal has HR management functions and capacity to support programs and projects. S/he will contribute to formulating strategies, objectives, goals and log frame for the HR department. Partnering with managers, s/he will ensure effective resourcing, develop learning and development plans and oversee rewards, benefits, systems, and processes.

S/he will also be responsible for managing disciplinary, safeguarding, poor performance and grievance cases.

### **Skills and Competencies:**

Preferably Master's degree in Business Administration. Significant HR experience as an HR generalist in a similar role, preferably 3 or more years.

Experience in working in an organization of minimum staff size of 60. Knowledge and understanding of Nepal employment law.

Requires extensive influencing, organizational, interpersonal and communication/coordination skills.

### **Applying Procedure**

For Detail and to apply for the position please go to the link below:

<https://jobs.oxfam.org.uk/vacancy/7200/description>

Applications for the above position can be sent by **30 January 2018**

***"Oxfam encourages women, people of ethnic minorities and marginalized communities to apply."***

*We regret that we will inform shortlisted candidates only.*

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