



Functional Title	:	Human Resource Associate
Responsibility Level/Grade	:	Associate / D
Department/Project/PN	:	CO
Work station	:	Kathmandu
Incumbent's Name	:	
Supervisor/Principal Evaluator/Title	:	HR and OD Coordinator

JOB SUMMARY

The Human Resources Associate, under the supervision of the HR & OD Coordinator, will be responsible for all aspects of the human resource issues including general communication, recruitment and selection, preparation and management of employee contracts, maintenance of all HR records, providing payroll input to Finance unit, employee relations, induction planning and organizing workshops and training. S/he upholds and advises employees on CARE values.

The employee shall fully comply with safety and security procedure of CARE and should be accountable for it.

KEY RESPONSIBILITIES

R1. Recruitment and Induction

- Coordinate, conduct and process written test and interview with candidates and the panel members and attend interviews as required
- Prepare contract letter, have it signed by the concern authority and deliver to the candidate along with the JD
- Ensure staff information on the HRIS system is available and maintain personal filing of newly appointed staff
- Prepare staff vender setup form and dispatch to respective department for approval
- Coordinate with all shortlisted candidates for various assessments including written tests and interviews
- Assist the HR Officer in preparing induction schedule for the new recruits

R2. Staff Correspondence Management

- Draft staff correspondence including new contracts, probation completion, year-end APAA letters, resignation acceptance etc
- Manage the Exit process for all resigned staff including the Quit Claim process
- Coordinate and correspond for new and updated ID cards for staff
- Coordinate and correspond for staff mementos during farewell

R3. Administration of Insurance for CARE Nepal Staff

- Manage CARE Nepal medical reimbursement to staff in coordination with the Finance Department

- Correspond with the Medical Retainer on delivery of medical reimbursement forms on a timely manner
- Coordinate and manage staff travel insurance for all international travel
- Ensure timely payment of all insurance premiums

R4. Database Management

- In coordination with the HR and OD Coordinator, maintain an updated record of all staff on HRIS system
- Maintain updated filing system of personal records of staff in hard copies
- Ensure all documents are updated in Staff Personal Files including academic certificates, citizenship copies, job descriptions and all other required documents
- Act as the focal person to maintain up to date leave balance record of staff

R5. PAR and Audit Management

- Coordinate for the timely submission of PARs from all staff
- Compile and maintain records of PARs for all staff
- Provide records of staff as per audit inquiries

R6. Payroll Input

- Produces a monthly payroll listing through staff transactions and coordinate the same with the Finance Unit
- Process leave and reconcile the same with payroll quarterly
- Process relocation allowances, promotions, secondments, exit clearance, authorized halt of salary

R7. Country Office Internship Programs

- Coordinate and facilitate the planning and placement of potential internship opportunities as per the requirement of the organization for all types of internships
- Maintain liaison with various Universities and Dalit Federations for Academic and Dalit Women Internship opportunities.
- Support in performance monitoring and capacity development of interns
- Coordinate with intern's supervisors to ensure constructive performance assessments are undertaken

R8. Undertake other responsibilities as required by the Supervisor

As may be directed by the Supervisor, accept any assignment that is in keeping with the type of responsibilities as referenced above

R9. Upholding CARE's Core values and ensuring its principles

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors
- Comply and exercise organizational values and culture

- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

DATA PROTECTION:

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organization except where required to do so by law.

Spending authority: None

Working conditions:

Based in Central Office with occasional field visits

Preferred Qualification and Experience:

- Bachelor’s Degree in Human Resource Management or a related field
- 2 years of relevant experience in a similar field
- Prior experience in human resource management in development organization is desirable

Required Competencies:

- Familiar with INGOs personnel policies and procedures
- Knowledge about insurance companies and their policies and procedures
- Knowledge of benefit packages prevalent in INGOs
- Tactfulness and an excellent ability to deal with people.
- Good communication skills in oral and written English and Nepali.
- Good IT skills with strong hold on MS Office and experience working with HRIS system
- High ethical standards, integrity and objectivity with a positive attitude
- Familiar with and skilled in office filing system and payroll changes.
- Communicating and sharing ideas and information - Able to present information and express opinions confidently to internal and external audiences
- Interpersonal sensitivity – Able to communicate with sensitivity and foster communication, actively listening to others
- Customer Focus – Able to provide service excellence to internal and external customers, stakeholders and partners
- Team work – Able to work effectively with other people within a work group
- Planning and organizing – Able to define work goals and objectives; develop and execute work plans; and contribute to the achievement of work group objectives
- Embracing and Valuing Diversity – Able to contribute effectively to a culture that positively values the diversity of people, values and ideas within CARE Nepal

Approved by: _____

Date: _____

Agreed by: _____

Date: _____