



<b>Functional Title</b>	:	<b>Human Resource Manager</b>
<b>Responsibility Level/Grade</b>	:	<b>Manager / Grade 6</b>
<b>Department/Project/PN</b>	:	<b>Central Office</b>
<b>Work station</b>	:	<b>Kathmandu</b>
<b>Incumbent's Name</b>	:	<b>VANACNT</b>
<b>Supervisor/Principal Evaluator/Title</b>	:	<b>Country Director</b>

### **Job Summary**

The Human Resource Manager is responsible for the efficient management of the human resources department and provides strategic guidance to the Senior Management Team (SMT) for organizational development. S/he ensures the implementation of human resources policies, procedures and systems for CARE Nepal which are aligned to the CARE Nepal Business Plan and ensures adherence to HR good practices of Global Standards, and compliance with all local labour laws and other statutory requirements in Nepal. The HR manager will play a key role in advancing gender equality and diversity throughout the organization and be responsible for key result areas particularly in policy development and interpretation, salary and compensation review, performance management, employee welfare and counseling and disciplinary action. The incumbent will identify and develop appropriate mechanisms for staff recognition and motivation, contribute to building an organizational climate of respect, transparency and teamwork.

As a part of the portfolio, the HR manager will be the focal point for the Protection against Sexual Harassment Exploitation and Abuse (PSHEA). S/he will be part of a wider network of focal points across CARE offices and will coordinate and advise on the implementation of the organizations' PSHEA policies and practices.

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

### **RESPONSIBILITIES AND TASKS:**

#### **R1. Strategic guidance to the Senior Management Team on Policies and HR issues**

- i. Is a not a member of Senior Management Team (SMT), however, participates in special SMT meetings as invited to maintain an awareness of HR matters relevant to the SMT and ensure that HR reports and information are brought to the attention of SMT members
- ii. Provide strategic guidance to the SMT on HR issues and ensure effective HR policies and systems exist to support the County Office, and that these are reviewed and updated periodically
- iii. Monitor the release of Government of Nepal policies and ensure CARE Nepal's personnel policies are consistent with labor laws and government regulations, disseminate policies as required
- iv. Be aware of GoN labor law or other CARE global HR changes and ensure that CARE Nepal's HR policies are consistent and flexible and are updated in line with the changes
- v. Ensure personnel policies are understood and adhered to by all concerned, and that staff are kept abreast of the latest changes in the HR Policies and Procedures



- vi. Ensure all staff especially Project Managers are well informed regarding HR policies & procedures for effective implementation. Provide refresher training to staff when necessary
- vii. Undertake comprehensive review/update of HR manual once every 3 years. Consult with staff and keep them informed.
- viii. Review policies and issues expressed by staff that may require change/updating/inclusion into HR Manual.
- ix. Lead HR Committee to discuss and review policies or discuss issues on HR and GED
- x. Coordinate the periodic review of compensation packages to ensure that salary and benefits are reviewed against market rates and that realistic recommendations are made and justified
- xi. Play a lead role in Change Management and Succession Planning where required

## **R2. Human Resource**

- i. Assist the Country Director to develop HR strategy and organization structure to facilitate delivery of the organization's strategy
- ii. Recommend to the Country Director any changes that might be required to develop or improve the organization
- iii. Develop, implement, review and update the action plan to implement HR strategy
- iv. Review staffing requirements with Country Director to ensure the organization has staff of the right caliber to enable it to meet its overall objectives
- v. Responsible for succession management planning for key functional staff of the CO
- vi. Provide orientation and reorientation to all staff to help them understand the HR systems, policies and procedures of the organization
- vii. Is a member of the Asia Regional HR network and participates in the network to contribute to the development of the Asia HROD priorities and for CARE Nepal
- viii. Is a member of the Asia Women Leadership Program and takes the lead for leadership development for women staff in Nepal in coordination with the GESI focal person.

## **R3. Staff Wellbeing**

- i. Act as focal person to encourage and maintain sound employee relations by undertaking all necessary consultation and negotiation with staff on personnel issues to ensure that harmonious relationships and effective communications are maintained between management and staff
- ii. Explore opportunities for staff wellbeing on providing psychosocial support in terms of crisis and annual preventive medical screenings for staff as appropriate
- iii. Provide comprehensive HR advisory and technical guidance to Country Director, managers and staff on all aspects of human resources to ensure that the organization follows policies, procedures, legal requirements.
- iv. Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement



#### **R4. Human Resource Development Initiatives**

- i. Develop and manage a system for monitoring the effectiveness of the performance management system
- ii. Identify and process for staff development where needed and design development plans accordingly
- iii. Lead HR related aspects of organizational transformation through improving development and leadership capacities while addressing gender equity and diversity issues
- iv. Develop and manage initiatives in support of the CARE Nepal's leadership development strategy
- v. Assist in improving the orientation process & document both initial and ongoing initiatives of training and development
- vi. Prepare HR engagement strategies and practices to maintain staff motivation
- vii. Monitor and provide support to managers and staff on APAA and ensure the completeness of performance appraisal
- viii. Work with Managers to identify training needs and development opportunities for all staff and develop annual training plan
- ix. Provide training to all staff on HR when required

#### **R5. Program Development, Planning and Budgeting**

- i. Provide inputs to the development of proposals to ensure exact information of HR is reflected where necessary
- ii. Work with the Program Development Team to provide support in planning for the HR requirements in all new proposals
- iii. Develop, monitor, and update the annual budget for human resources as per the Annual Operating Plan (AOP) to ensure the sound management of the organization's HR and that the Function has all the resources required to meet its objectives within agreed financial parameters
- iv. Develop, monitor, review and update the HR activity work plan as per AOP to ensure that the organization attains its objectives as cost-effectively and efficiently as possible

#### **R6. Recruitment and Induction**

- i. Pro-actively engage in staff recruitment processes to ensure timely recruitment and hiring of staff and also on new proposals
- ii. Ensure that selection and placement are in adherence with the recruitment policy
- iii. Ensure all aspects of recruitment are in order including the website update on the JD and vacancy announcements
- iv. Ensure all staff receive complete induction within the first week of their joining
- v. Coordinate and ensure efficient and relevant orientation programs for new staff, as well as refresher opportunities for all staff, to ensure their understanding and compliance with



CARE's policies, organizational strategies, performance appraisal systems and job expectations

- vi. Manage administrative aspects of personnel related issues including promotions, transfers, acting assignments, staff confirmation, separation, in-country TDY

#### **R7. Database Management**

- i. Ensure that personnel records of all staff are in order including employment details, medical and GPA insurance
- ii. Establish systems and orient staff to enable them to maintain all pertinent employment records of all national / expat staff employed by CARE Nepal
- iii. Ensure that HRIS systems are properly updated for efficient management of employment records including leave, travel etc
- iv. Ensure all information for staff payroll are processed and submitted to the Finance Department on a timely manner

#### **R8. Performance and Talent Management**

- i. Ensure that Job Descriptions are consistent and updated
- ii. Ensure timely review of probationary period by their supervisors
- iii. Initiate, monitor and ensure conformity in the staff appraisal process as stated in the HR Manual
- iv. Evaluate, recommend & coordinate improvements to the Performance Management process
- v. Lead the CO APAA process through timely dissemination of APAA materials, guidelines, mid-term reviews
- vi. Provide APAA preparation refresher training to staff and supervisors in central office and in the field
- vii. Participate in the SMT review of appraisal results to monitor the consistency of quality, and awarded ratings of APAAs
- viii. Lead the CO talent management process in coordination with ARMU and CARE USA HR teams

#### **R9. Grievances handling and disciplinary action**

- i. As a member of the Standing Committee, lead and manage all staff grievance and appropriate disciplinary actions in coordination with the Standing Committee and CD
- ii. Consult with the Legal Advisor on legal HR aspects
- iii. Provide counseling on staff behavioral problems and promote motivation
- iv. Ensure effective staff transition process by assisting exiting employees for smooth transition



### **R10. PSHEA Focal Point**

- i. Act as part of a wider network of focal points across CARE to roll out the program of PSHEA work in a coordinated and consistent way; work closely and collaboratively with the HQ PSHEA focal points to ensure that there is oversight of country office work plans, including risk assessment and monitoring and reporting.
- ii. Ensure that Country office staff are aware of the role of the focal point and introduce themselves and their role to the team, ensure that their contact details, and this role specification are widely disseminated.
- iii. Provide awareness-raising and training sessions on sexual exploitation and abuse for all staff and other CARE staff or workers on a regular basis.
- iv. Work with the Country and *Regional HR Business Partner - Asia* to ensure that procedures to guard against the recruitment of persons who have a record of SEA offences are put in place and applied; include PSHEA content in staff inductions, including all contractors, consultants, temporary staff and casual labor, and that all staff contractors, consultants, temporary staff and casual labor sign up to CARE's standards on PSEA.
- v. Ensure that all staff, workers and other representatives of CARE understand how they can raise a concern about Sexual Exploitation and Abuse (SEA) and sexual harassment.
- vi. Work with the Country office management team, the People and Culture team and other staff to ensure that awareness raising and learning and development activities take place to grow the awareness and understanding of CARE staff, workers and partners.
- vii. Work with the safety and security focal point to ensure that any safety and security actions are followed up, and that the welfare of individuals in cases of SEA is prioritized.
- viii. Ensure that the appropriate agreements are in place with CARE partners, including partner policies on PSEA and child protection and employee codes of conduct and standards.
- ix. Ensure that new cases and updates on existing cases are reported to the HQ PSEA focal points so that cases can be logged and tracked across the organization.
- x. Report back to management and HQ on the implementation of PSEA measures.
- xi. Work with discretion and maintain standards of confidentiality at all times.

### **R11. Staff Management**

- i. Responsible as direct line manager of HR Officer and HR Assistant.
- ii. Review individual work plan, manage performance, provide induction, train, coach, mentor and advise to ensure that they are appropriately motivated and trained and that they understand and carry out their responsibilities to the required standards
- iii. Provide coherent direction and task delegation to the staff in the HR department
- iv. Provide feedback and suggestions on a timely manner for effective development of HRD staff



**R12. Undertake other responsibilities as required by the Country Director**

- i. As may be directed by the Country Director, accept any assignment that is in keeping with the type of responsibilities as referenced above

**Spending authority:** None

**Working conditions:**

Based in Central Office with 25% of field visit

**PERSON SPECIFICATION REQUIREMENTS:**

**Preferred Qualification and Experience:**

- Masters or equivalent with specialization in Human Resource Management or similar experience
- 5 years of relevant experience in a similar field with management experience preferred
- Prior experience in human resource management in development organization is desirable

**Required Competencies:**

- In depth and detailed understanding of human resource management & development systems
- Knowledge and experience in human resource planning and strategy development
- Good knowledge of employee management and conflict management including sexual harassment, GBV and grievance handling procedures
- Excellent hands-on experience with staff performance management and monitoring
- Excellent proven supervisory, coaching and management skills
- Good knowledge, skills and experience in leadership and team building
- Up to date knowledge of the GoN labor laws, income tax regulations and general human resource policies and procedures
- Excellent interpersonal skills and ability to work with a diverse group of people
- Experience and skills to supervise, monitor and evaluate HR activities
- Strong communication, training and networking skills
- Good English and Nepali language proficiency
- 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

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_