



<b>Functional Title</b>	<b>: HR &amp; Special Projects Associate</b>
<b>Responsibility Level/Grade</b>	<b>: Associate / D</b>
<b>Department/Project/PN</b>	<b>: CO</b>
<b>Work station</b>	<b>: Kathmandu</b>
<b>Incumbent's Name</b>	<b>: To Be Determined</b>
<b>Supervisor/Principal Evaluator/Title</b>	<b>: HR Manager</b>
<b>Co-Evaluator</b>	<b>: Country Director</b>

**JOB SUMMARY**

The HR & Special Projects Associate provides administrative support to the Human Resources department (55%), as well as targeted support to the Country Director and other Senior Management Team members (Business Development, Communications, Finance, Programs) for priority special projects and initiatives of the organization (45%).

In HR, the incumbent ensures the smooth and efficient operation of HR processes and procedures. This position is responsible for handling various HR tasks, including recruitment, employee onboarding, data management, and general HR administration. As required by the CD and SMT members, the Associate contributes in data analysis, research, administrative planning, presentations, background documentation, and other support elements and enable initiatives that engage stakeholders, provide quantitative rigor, support business cases, and enable strategic events. This unique role is an excellent opportunity for a highly motivated, flexible and professional candidate to learn and test their skills rapidly across the breadth of CARE Nepal's work.

The employee shall fully comply with CARE's policies and procedures and should be accountable for it.

**KEY RESPONSIBILITIES AND TASKS:**

**R1. HR Recruitment Support:**

- Assist with job postings on various platforms and job boards.
- Screen resumes and shortlist candidates based on predetermined criteria.
- Schedule and coordinate interviews and assessments.
- Assist with reference checks and background screenings.
- Maintain recruitment database and applicant tracking system.

**R2. HR Employee Onboarding:**

- Prepare new hire documentation, including employment contracts and offer letters.
- Coordinate and guide team on self-guided orientation package.
- Assist with the completion of onboarding forms and processes.
- Ensure a positive onboarding experience for new employees.

**R3. HR Administration:**

- Maintain and update employee records in the HRIS system.
- Assist with the preparation of HR reports and presentations.
- Handle HR-related inquiries from employees and provide necessary information.
- Assist with HR projects and initiatives as assigned.

- Maintain confidentiality of HR-related information.

**R4. HR Data Management:**

- Maintain accurate and up-to-date HR databases and files.
- Ensure data integrity and conduct regular audits.
- Generate HR reports and metrics as required.
- Assist in compiling HR data for compliance and reporting purposes.

**R5. HR Policy and Compliance:**

- Assist in the implementation and communication of HR policies and procedures.
- Stay updated on employment laws and regulations.
- Support HR compliance efforts, such as recordkeeping and reporting.
- Assist in conducting internal HR audits to ensure compliance.

**R6. SMT Support: Communications and Events**

- Help plan and execute details of internal and external corporate events.
- Support Communications asset cataloging

**R7. SMT Support: Business Development**

- Support Business Development Team for Proposal Development
- Conduct background research, documentation, and presentations for new project designs and innovative concept notes

**R8. SMT Support: CD special support**

- Provide ad hoc research and background briefings requested by CD.

**R9. SMT Support: Finance, Admin and Procurement**

- Support high-level visits with surge support on admin tasks, follow up with vendors, and planning tasks.
- Support finance, admin and procurement teams during year-end period, audit periods, and other surge periods with filing, document scanning, and other administrative support.

**R10. SMT Support: Technical Programs, partnerships, MEAL/KM**

- Provide event and meeting notes for critical internal and external workshops.
- Support trainings and other workshops as requested.

**R11. SMT Support: Other**

- Under SMT direction, fill in short term staffing gaps at junior levels due to illness or leave to ensure business continuity.

**R12. Upholding CARE's Core values and ensuring its principles**

- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all level.
- Conduct awareness raising on CARE Safeguarding policy, feedback and accountability channels and code of conduct.

**WORKING CONDITIONS:**

Based in Kathmandu.

**PERSON SPECIFICATIONS AND REQUIREMENTS:**

**Qualifications and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field (or relevant work experience).
- Previous experience in an administrative or HR support role is preferred.

**Knowledge, Skills and Competencies:**

- Knowledge of HR principles, practices, and employment laws.
- Familiarity with HRIS systems and applicant tracking systems.
- Excellent organizational skills with a strong attention to detail. Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to maintain confidentiality and handle sensitive information.
- Strong interpersonal skills and the ability to work effectively as part of a team.
- Proactive and able to prioritize tasks in a fast-paced environment.

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

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

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

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