



JOB DESCRIPTION

Functional Title	:	People and Culture Officer (Emergency Response)
Responsibility Level	:	Officer
Department	:	People and Culture - Emergency Response
Workstation	:	Kathmandu, with frequent travel to emergency response locations
Supervisor/Principal	:	Senior People and Culture Manager dotted to District Response Manager

BACKGROUND

The Bhotekoshi flash floods caused significant damage and displacement across affected areas of Rasuwa, Nuwakot, Dhading, Gorkha Tanahu and Chitwan disrupting shelter, livelihoods and access to essential services and increasing protection, gender and inclusion risks for affected communities. As households transition from immediate humanitarian assistance towards recovery, there is a need for inclusive, gender-responsive and safeguarding-focused support that addresses the differentiated needs and vulnerabilities of women, girls, persons with disabilities, older people and other marginalized groups.

JOB SUMMARY

The P&C Officer – Emergency Response will provide timely and responsive People & Culture support to CARE Nepal's emergency response, while also contributing to the delivery of regular P&C operations and priorities.

The position will support workforce planning, recruitment, deployment, onboarding, employee experience, staff wellbeing, HR administration and other people-related requirements for emergency response teams. The Officer will work closely with the Emergency Response Manager, District Response Managers, program teams and the wider P&C team to ensure appropriate people support throughout the response.

The position will also support regular P&C services and activities, helping ensure continuity of core HR operations and contributing to broader P&C priorities as required. The employee shall fully comply with CARE policies and procedures and be accountable for upholding CARE's core values and principles.

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KEY RESPONSIBILITIES AND TASKS:

R1. Emergency Response Workforce Support

- Support P&C workforce planning for emergency response staffing requirements.
- Coordinate recruitment, deployment, onboarding and mobilization of emergency response staff and surge personnel.
- Maintain updated records and trackers of emergency response personnel, deployment, contracts and staffing requirements.
- Work closely with Emergency Response and program managers to identify emerging workforce needs and provide timely P&C support.
- Support staff movements, extensions, transfers and separation processes related to the response.

R2. Recruitment, Onboarding & HR Administration

- Coordinate recruitment processes in line with CARE Nepal's recruitment policies and procedures.
- Support timely onboarding and orientation of new staff, including Code of Conduct, safeguarding and other mandatory requirements.
- Prepare and maintain employment contracts, amendments, extensions and other relevant HR documentation.
- Ensure timely and accurate HRIS and personnel record updates.
- Support administration of applicable allowances, benefits, deployment arrangements and other staff entitlements.

R3. Employee Relations, Performance & Staff Wellbeing

- Provide day-to-day P&C guidance to managers and staff on employee relations and people-related matters.
- Support managers in addressing performance concerns, workplace issues, grievances and conflicts in line with CARE policies.
- Support staff wellbeing, duty of care, workload management, leave, rotation and recuperation arrangements, particularly for staff working in demanding emergency contexts.
- Promote a respectful, inclusive and accountable working environment.
- Escalate sensitive or complex employee relations matters to the appropriate P&C leadership.

R4. P&C Support to Emergency Response Leadership

- Serve as a key P&C focal point for the Emergency Response Manager and District Response Managers.
- Provide timely advice on staffing structures, deployment, contracts, people risks and workforce-related decisions.
- Support managers to apply P&C policies and practices consistently across emergency response locations.
- Identify emerging people-related risks and recommend appropriate actions.
- Support workforce planning as the response transitions from emergency response to recovery.

R5. Regular P&C Operations

- Support the wider P&C team in regular P&C operations and priorities, including recruitment, onboarding, employee records, HR administration, performance management, employee engagement and other assigned activities.
- Provide support to regular P&C processes during periods when emergency response demands allow.
- Contribute to the continuous improvement of P&C systems, tools and processes.
- Support the integration of relevant learning from emergency response into regular P&C practices and systems.

R6. Safeguarding, Inclusion & Employee Experience

- Promote CARE's safeguarding, Code of Conduct and other workplace standards through P&C processes.
- Support staff awareness of safeguarding responsibilities and available channels for raising concerns.
- Promote gender equality, diversity, inclusion and respectful workplace practices.
- Support positive employee experience for staff working both in emergency response and regular operations.
- Ensure sensitive and confidential employee information is handled appropriately.

R6. P&C Coordination, Reporting & Learning

- Maintain relevant P&C trackers, reports and workforce information for management.
- Promote and support cross department coordination
- Support preparation of workforce updates and P&C reports for emergency response and regular operations.
- Document lessons learned from emergency staffing and deployment and contribute to improving P&C processes.
- Support other P&C initiatives and assignments as required.

R7. Upholding CARE's Core values and ensuring its principles.

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, women and girls' equality, and impact in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs in all actions and decisions.
- Demonstrate positive behaviors following the CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Promote CARE's values of transformation, integrity, diversity, equality, and excellence.
- Promote gender equality and inclusive programming through your actions and decisions.
- Uphold safeguarding, PSEA, rights-based approaches, and principles of good governance in all MEAL processes.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles).

R8. Other Responsibilities

- Perform any other duties and responsibilities as may be reasonably assigned by management from time to time, in support of organizational priorities.

PERSON SPECIFICATION REQUIREMENTS:**EDUCATION**

- Bachelor's degree in Human Resources Management, Management, Business Administration, or a related field.
- A Master's degree in Human Resources Management, Management, Business Administration, or a related field will be an advantage.

EXPERIENCE

- Minimum 3 years of relevant professional experience in Human Resources.
- Experience in HR operations, recruitment and selection, employee relations, HR administration, performance management, compensation and benefits, and HR policy implementation.
- Experience working in an INGO, development organization, humanitarian, or similar organizational environment will be an advantage.
- Experience using HR information systems and HR-related digital tools will be an advantage.

CORE COMPETENCIES

- Communication & interpersonal skills
- Integrity & confidentiality
- Teamwork & collaboration
- Problem-solving & decision-making
- Planning & organization
- Attention to detail
- Adaptability & flexibility
- Employee-focused approach
- Accountability & professionalism

Working Conditions and Security

- The role is based in a post-disaster emergency context and requires willingness to work and travel in remote, hardship, and potentially insecure locations, and to comply with organizational security protocols at all times. The post may require work outside normal hours during peak response periods

Disclaimer/Note



JOB DESCRIPTION

The responsibilities and requirements outlined in this Job Description are subject to change and may be revised as necessary to reflect evolving organizational priorities, operational requirements, and the needs of the position.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____