



## JF – Human Resources Officer

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, mobile outreach, Marie Stopes (MS) Ladies, and through contraceptive social marketing. It is the local implementing partner of Marie Stopes International (MSI), UK, a global social business providing reproductive health services across the world with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

It is the duty of all the staff to comply with, promote and live **MSI CORE VALUES**:

Mission driven	Client centered	Accountable	Courageous	Resilient	Inclusive
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### Purpose of the role:

Human Resources (HR) Officer is responsible for all activities of administrative and management Human Resources functions. S/he needs to design and execute the Human Resources administrative and management plan in coordination with Human Resources Director. The HR Officer is expected to ensure good collaboration and coordination with SPN and MSI Nepal, while ensuring the integrity and effectiveness of MSI's distinct contribution to the attainment of the SPN objectives. To achieve this, SPN requires an innovative, results-oriented individual who can create and deliver a vision and wants the challenge of developing and managing Team member expectations.

S/he should be flexible in travelling within Nepal.

job Title:	Location:	Reporting to:	Probationary Period:
Human Resources Officer	Kathmandu	Director – Human Resources	4 months

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

The below responsibilities are included for the position, but not limited to:

Key Responsibilities	Measure
<b>Human Resources Administrative and Management Functions</b>	
<ul style="list-style-type: none"> <li>Support in Workforce planning and manage recruitment and selection process</li> </ul>	Staffing Management
<ul style="list-style-type: none"> <li>Ensure all Personnel File are maintained as per MSI Standard and legal requirement and ensure that files are kept confidential</li> </ul>	Internal and External Audit
<ul style="list-style-type: none"> <li>Issue contract and letters to all employees (Offer, contracts, transfer, separation, retrenchment, retirement etc)</li> </ul>	On time communication to Team member
<ul style="list-style-type: none"> <li>Issue contract and letters to consultant, short term enumerators and other short-term team members</li> </ul>	On time communication to Team member
<ul style="list-style-type: none"> <li>Lead the process of reviewing Job frameworks (JF) and the preparation of new revised Job frame in line with organisational staffing strategy.</li> </ul>	All employee receives job framework
<ul style="list-style-type: none"> <li>Manage staff Probation process and ensure timely follow ups, proper documentation, and issue letters to staff.</li> </ul>	Information and Reports provided
<ul style="list-style-type: none"> <li>Coordinate Induction program for newly joined team members</li> </ul>	Team member feedback



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<ul style="list-style-type: none"> <li>Manage staff members attendance, time sheet, leave management (Work hours, overtime, staff gap, leaves, etc)</li> </ul>	Information and Reports provided
<ul style="list-style-type: none"> <li>Assist in preparing policy, guidelines, and systems for staff safety measures</li> <li>Coordinate with Insurance companies for staff benefits</li> </ul>	Implementation of Health and safety guidelines
<ul style="list-style-type: none"> <li>Support in Payroll Management</li> </ul>	Timely remunerations distribution
<ul style="list-style-type: none"> <li>Arrange HR events and social activities</li> </ul>	Team Member Feedback
<b>Strategies and Management</b>	
<ul style="list-style-type: none"> <li>Assist in developing and implementing a Human Resources policy, strategy for SPN supporting the achievement of organisational goals</li> </ul>	HR strategy implemented
<ul style="list-style-type: none"> <li>Develop quarterly HR report, highlighting the concerns together with possible solutions.</li> </ul>	HR reports
<ul style="list-style-type: none"> <li>Assist in ensuring Audit and other organisational compliance.</li> </ul>	Audit reports
<ul style="list-style-type: none"> <li>Provide feedback to the management to enhance a better and cordial working environment.</li> </ul>	Field visit reports

### Person Specification

#### Qualifications/Knowledge/Expertise

- A Bachelors' degree in management. The professional qualification in HR Management from a recognized institute will be an advantage
- Excellent knowledge of Nepalese employment law and other related laws
- Excellent oral and written communication skill in both English and Nepali Language.
- Desirable:* Additional qualifications in conflict management, coaching and mentoring, training development

#### Experience

- Minimum of 3 years** of experience in managing HR in development sector.
- At least 1-year** experience of implementing transformation in HR systems, bringing modern, progressive approaches to HR practice.
- Proven ability to train and develop others
- Experience of managing human resources large number of staff in a multi-location environment is highly preferred
- Experience in using Human Resource Management System (HRMS) and another database.

#### Skills and Abilities

- Ability to develop and articulate a clear strategic vision of HR
- Negotiation, influencing and conflict management skills
- Ability to self-manage and prioritise workload to meet deadlines without compromising on high standards
- Good knowledge of Microsoft office, internet and HR related software
- Able to manage and motivate teams to achieve targets and to achieve organisational change
- Proven ability to 'sell' ideas, concepts

Employee Name

Employee Signature

Date: