

JOB DESCRIPTION

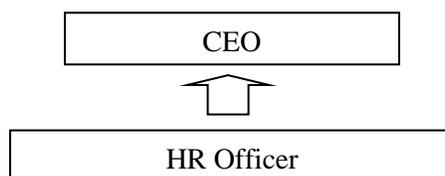
1. JOB DETAILS:

Designation:	HR Officer
Reports To:	CEO
Prepared/ Revised:	Revised

2. JOB PURPOSE:

To ensure all processes, and maintains personnel-related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, administrative systems, payroll.

3. POSITION DIMENSIONS:



4. KEY RESPONSIBILITIES:

Description:

1. The position holder will work under direct supervision of CEO.
2. The position holder is required to coordinate the Human Resource planning in the head office.
3. Development of staff Result agreements and Job profiles of the staff in line with the administrative and programmatic requirement of the organization through each unit in-charge.
4. Ensure that the HR annual plans adequately meet the staff requirements.
5. Timely advertisement and hiring process of each budgeted position as per monthly HR planner
6. Ensure that new staff during first week of joining receive adequate orientation and introduction with organizational policies, procedures and personnel
7. Ensure in the HR planning process that all the required services will be provided to the staff and the accountability and grievance related matters will be timely addressed as per HR policies
8. Develop the monthly HR Report for SMT review.
9. To ensure the timely upgradation of HCM software.
10. Staff orientation about organization HR Policies and Documentation of HR personnel.
11. Any other task assigned by CEO

5. WORKING CONDITIONS:

Location: Head office

Travel Required: No

Equipment: Laptop
Atmosphere: Office

6. WORKING RELATIONS:

Working relationship with all employees.

7. COMPETENCIES:

- Expert knowledge of HR and Administration Management, reporting and its associated techniques and tools
- Strong IT skills
- Planning and organizing
- Communication and gender sensitivity skills
- Team work
- Time Management
- Stress Management
- Conflict Management
- Problem solving
- Minimum 2 years relevant job experience

APPROVALS:

Chief Operating Officer

CEO

I, _____ hereby fully understand my Job Description as mentioned above and will put my best efforts & knowledge to achieve entire satisfaction of my Seniors in this regard.

Employee

Signature & Date