**Job Description**

**Human Resource and Administration Officer**

Reporting to the Country Director, the Human Resource and Administration Officer ensures that the delivery of HR and administrative support in Bangladesh country office is effective and efficient in line with the strategic programme objectives. The role is expected to strengthen the existing HR and Administrative function by updating and generating timely and updated information for accountability purposes. The jobholder ensures compliance with donors’ regulations as well as HelpAge internal policies and procedure and provides support to the regional team as required.

**JOB PURPOSE:**

The HR and Admin Officer will play a central role in maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Ensuring smooth communication and prompt resolution of all queries. In addition support regular/daily HR activities and assist in coordinating HR policies, processes and relevant documents.

**Key Tasks and Responsibilities**

*Human Resource and development*

* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Maintains organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analysing exit interviews; recommending changes.
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
* Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
* Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
* Maintains human resource staff by recruiting, selecting, orienting, and training employees.
* Maintains human resource staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results.
* Contributes to team effort by accomplishing related results as needed.

**Administration Management**

* Responsible for administration function within the country office including logistics, IT and supervision of Cleaner cum Cook and Driver ensuring they are well oriented in their roles.
* Liaise with the Regional HR and Administration Manager on human resources and administrative related issues including timely reporting on staff database, performance management system and planning.
* Responsible for the management of office inventory for both liquid and fixed assets with adherence to donor’s requirements.
* Support the Interim/Country Director as the Security Focal Point for Bangladesh ensure the country security management procedures in place that meets its duty of care to staff, partners and beneficiaries.

Be part of a multifunctional team that can assume tasks or responsibilities that are not necessary defined in this job description. This requires adaptability and high collaborative team spirit.

**PERSON SPECIFICATION**

The post holder will require the following competencies, skills and experience:

* **Essential**
* Minimum 6 years of relevant work experience preferably with international NGO in HR and Admin management position;
* Minimum Bachelor degree in HR ; Master degree would be preferred;
* Proven experience in HR and administration and HR audit. Essential experience in managing administration/office management
* Hands on experience in working with DFID, EU funded projects and conversant with HR, procurement and other administrative expenses and reporting guidelines
* Essential experience of working with NGOs or international agencies or multinational business, preferably as Senior HR and Admin Officer or similar;
* Sound analytical and influencing skills;
* Ability to work independently as well as in a team;
* Excellent interpersonal and teamwork skills, working with different groups and nationalities;
* Strong initiative and self-motivated, with a strong commitment to humanitarian principles;
* Excellent information technology skills;
* Ability to multi-task and cope with competing demands under tight deadlines, identify priority activities and assignments, adjust priorities as required;
* Fluent written and spoken English language.

**NOTE**

This job description is intended as guidance and should not be viewed as inflexible as it may be varied from time to time in the light of strategic development of HelpAge programme objectives.