

**Job Profile**

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| JOB TITLE | HR, Admin & Logistics Officer (HALO) |
| GROUP | International |
| TEAM | ASIA |
| LOCATION | Dhaka, Bangladesh (with travel) |
| RESPONSIBLE TO | Finance & Administration Manager |
| CONTRACT PERIOD | Initially for one year with possibility of extension |

**PART 1 – JOB DESCRIPTION**

# JOB OVERVIEW

The HR, Admin & Logistics Officer (HALO) is responsible for setting up, implementing and maintaining coordinated logistics, Human Resources and administrative functions in support of Tearfund’s programme in Bangladesh. Working closely with the Finance and Admin Manager they ensure best supply chain management, asset management, transport, communications and management of office/accommodation infrastructure as well as ensure HR practice follows agreed HR policies.

# POSITION IN ORGANISATION

* Grade: 4
* Reports to the Finance & Administration Manager.
* Dotted line responsibility to the Country Representative (Bangladesh) and contact with the International Teams
* Where relevant, liaises closely with government (e.g. Customs) officials, Logistics Cluster and other I/NGOs on Admin & logistics matters

# ORGANIZATIONAL REQUIREMENTS

* The post-holder will, at all times, carry out his/her responsibilities in accordance with Tearfund’s Safeguarding Policy.
* The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
* To model godly leadership in all aspects of character and conduct.
* To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
* To be committed to and share in the outworking of Tear fund’ Mission, Purpose, Values and Statement of Faith.
* To actively work and live in accordance with Tearfund’s Statement of Faith and Tearfund’s Christian ethos.
* To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
* To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
* The post-holder will be expected to behave in accordance with Tearfund’s ‘Code of Conduct’ as referred to in the Personal Conduct Policy.

# KEY RESPONSIBILITIES

* 1. **PROJECT/SUPPORT FUNCTION MANAGEMENT**
* In liaison with the Project/Line Managers and other project staff to ensure that the admin, logistics and hR needs of projects are identified and met to a high standard.
* Support to ensure the security of all stock and assets including adequate building infrastructure and maintenance, responsible manual handling, safe stacking, accurate and timely documentation, and appropriate trained and resourced staff.
  1. **ADMIN/HR**
* Ensure smooth operation of office, safety of staff and team house management.
* Support in selection and maintenance of the office/accommodation infrastructure and utilities, ensuring safe and adequate living and working conditions.
* Support to ensure all new staff are briefed and appropriately trained on logistics equipment and procedures.
* Monitor the flight booking process and ensure that staff are informed for their bookings, transport is arranged in conjunction with field office.
* Ensure to provide salary and benefits data for newly employed staff to the Finance department on monthly basis.
* To assist managers in the calculation of the overtime, and to provide the accurate records to the Finance department on monthly basis.
* Advertise vacancies (including liaison with advertising sources) in accordance with recruitment procedures and deal promptly with all recruitment-related correspondence.
* To coordinate receiving, screening and processing applications according to approved criteria and in arranging interviews.
* Arrange pre-employment medical examinations, ID passes for new staff
* Ensure that new staff have completed and submitted all employment paperwork e.g. Signed contract, photocopies of passport, photographs.
* Create and maintain staff personal files
* Coordinate and provide briefing, induction for staff.
* Provide support and guidance to managers and staff to ensure that all activities are compliant with Tearfund procedures and the relevant Staff Handbook.
* Support all visitors on their time in BD ensuring a smooth trip
* Support managers in implementing good HR practice including appraisals, absence management, objectives setting, ensuring all staff have job descriptions and current contracts and track compliance
  1. **LOGISTICS**
* Support to ensure supplies are identified, procured and delivered on time to provide value for money, within Tearfund and donor procedures, and to the right specifications.
* Support to ensure for all distribution is done accordance with organisation values and records are kept to meet the standards.
* Maintain an asset list for all assets and ensure assets are maintained, tracked and disposed of within Tearfund procedures and according to donor requirements, assigning both assets and other inventory items to individuals.
* In conjunction with the Line Manager, define transport requirements and ensure good value, safe and reliable transport solutions are maintained
* Support to ensure IT support coverage is provided within Tearfund policies, and ensure all staff are adequately trained to use the equipment provided.
* Work closely with partners to ensure all the logistics function are in line with policies and procedures as per donor standards.
  1. **CORPORATE POLICY AND COMPLIANCE**
* Reporting to the Line Manager responsible for compliance with the policies and procedures set out in Tearfund’s Programme Logistics Manual and other policy and procedure manuals that may be applicable to a specific activity or situation (e.g. Logistics, Security, HR policies).
* Provide support to ensure compliance for health and safety within the logistics function including particularly ensuring safe vehicle fleet management and safe working/living environments for all staff. Also the health and safety of the team specifically, ensuring policy and procedures are understood by staff, and any accidents are recorded and responded to appropriately. Also to ensure that all new staff are briefed and trained on proper use of equipment (e.g. radios) to ensure safety, enhance security and programme efficiency.
* Ensure all logistics systems and procedures comply with the host countries and donor’s legal, contractual requirements including required operating licences.
* Conduct periodic inventory of all assets and update the database for accountability.
* Keep a database of all delivery schedules, supplies, goods and materials, recipients, dates, and related issues that may arise. Ensure that all procurement related activities are void of issue of conflict of interest.
* Solve problems and address challenges as they may arise to ensure effective, timely and safe delivery through the distribution system
  1. **EXTERNAL REPRESENTATION**
* As delegated by Line Manager, represent Tearfund at the appropriate level, to local authorities (whether formal governmental or informal de facto authorities), securing the necessary approvals to operate (e.g. Customs, FD6, FD7)
* As delegated by Line Manager, Represent Tearfund at the appropriate level, to other NGOs, UN agencies, and visitors, ensuring coordination and constructive working relations and attendance at relevant inter-agency coordination meetings.
* If required, and in consultation with the Line Manager, provide advice, training and guidance to key Tearfund partners to build logistics capacity and competency.

**PART 2 – PERSON SPECIFICATION**

**JOB TITLE: Hr, Admin & Logistics Officer (HALO)**

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|  | | **ESSENTIAL** | | **DESIRABLE** | | |
|  | **QUALIFICATIONS** | | * Degree and/or appropriate equivalent qualification | | * Post Graduate Diploma (or equivalent) in Human Resources Management & Administration |
|  | **EXPERIENCE** | | * Experience in HR, Administration and logistics | | * NGO Development sector work experience |
|  | **SKILLS/**  **ABILITIES** | | * Analytical problem solving * Excellent written and verbal communication skills (in Bangla and English) * Ability to learn fast * Computer literate (Word, Excel) * Report writing * Administrative & organisational * Detail oriented * Able to listen well and influence eg re govt approvals or getting good prices for goods and services | | * Experience on Computer based HR/Admin System |
| **PERSONAL QUALITIES** | | * Committed Christian with a personal relationship with God * Committed to regular Christian fellowship with other Christians * Christian motivation in relation to injustice and serving those in need. * Able to demonstrate emotional intelligence and sensitivity and spiritual maturity * Team player * Understanding and sensitivity to cross cultural issues * Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding * Able to demonstrate a commitment to their own continued professional and personal learning and development’ * Flexibility, ability to remain calm under pressure * Willingness to travel and live in basic conditions | | * Understanding and sensitivity to cross cultural issues; * Flexible and adaptable to ever changing environments; | | |
| |  | | --- | | This role is based in Dhaka and it may involve at least 40% travel within Bangladesh. | | | | | | | |