JOB DESCRIPTION

Human Resources Specialist

Concern Worldwide is an Irish-based non-governmental, international, humanitarian organisation that strives for a world free from poverty, fear and oppression. Concern is committed to delivering life-saving and life-changing interventions to the world's poorest and most vulnerable people. Concern has been in Bangladesh fighting extreme poverty since 1972. Concern will implement the multi-sectoral PRM funded project in Rohingya Refugee Camps and the host community in Cox’s Bazar from September 2020 to August 2023, in consortium with IRC and BBC Media Action.

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| **Job Title:** | **Human Resources Specialist (Cox’s Bazar Programme)** |
| **Exact Job Location:** | Cox’s Bazar |
| **Reports to:** | **Coordinator- Human Resources (Cox’s Bazar Programme)** |
| **Contract Details** | Fixed Term Contract up to 02 Years |

**Job purpose:** The HR Specialist will assist in ensuring high quality HR operational support and guidance to Concern employees. Key priorities will include recruitment and onboarding, management of personnel files, record keeping and promotion of the organization’s values and policy commitments amongst all employees. This position will be expected to provide more operational HR support and liaise very closely with HR Coordinator and National HR team.

**Liaises with:** The HR Specialist will work closely with the HR Coordinator, Logistics, Finance, programme team, Camp supervisors and Field staffs in Ukhiya Office.

**Main duties & responsibilities:**

* Coordinating with Field staffs and other supervisors to prepare and implement a comprehensive Human Resources recruitment plan to support delivery of organization’s strategic plan.
* Facilitating staffs and volunteer recruitment process i.e. advertisement, applications screening, coordinate interviews and complete selection process according to the organizational recruitment policy in coordination with HR Coordinator.
* Ensure systematic, professional and complete documentation process is maintained for each recruitment to clearly demonstrate basis for all decisions made.
* Ensuring all successful and unsuccessful candidates are communicated in a professional and timely manner by communicating with responsible HR colleagues.
* Ensuring personal file for all employees are updated and maintained regularly.
* Ensure all employees have an understanding of Concern’s Code of Conduct and associated policies.
* Ensuring that new staff receive and sign a contract in a timely manner and all documents relating to new staff joining are forwarded to relevant places.
* Ensuring all kinds of staff transitions are completed and documented in a timely manner.
* Ensuring integrity and confidentiality of all staff data and records.
* Ensuring effective filing system is maintained for all HR documents, providing information to managers and other staff as required
* Ensuring all staff are provided with attendance sheets, ID card, replacing ID cards when necessary in a timely manner.
* Monitor contract status, probation periods and end of contract for all employees.
* Provide support to prepare the regular HR reports.
* Ensuring all HR forms are regularly updated and easily available and proactively provided to all project staff for use.
* Manage the organisations insurance scheme in a professional and timely manner;
* Orienting staff on policy and procedure relating to medical and other insurance coverages.
* Supporting HR Coordinator in areas such as staff performance management, staff orientation, development and training, compensation and benefits; managing employee relations, conflict resolution, disciplinary etc.
* Supporting Finance Department by providing staff members bank account related information in timely manner so that the salary disbursement is done smoothly
* Ensure that the organisation’s values and policy commitments, including accountability, equality and safeguarding, are reflected in assigned responsibilities and contribute to positive internal and external working relationships.
* Ensuring equality of opportunity and absence of discrimination through the promotion of diversity and equality in all HR activities, systems and procedures.
* Be aware of, understand and comply with all of Concern’s policies and procedures (P4, finance, logistics, HR, security management etc.)
* Undertake other related duties as may reasonably be assigned by the line manager or Head of HR.

**Accountability**

* **In line with Concern’s commitments under the Core Humanitarian Standard (CHS):**
* Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
* Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
* Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

**Person specifications:**

* Master’s Degree in HRM. Additionally relevant professional certification will be given preference.
* At least 4 years progressively responsible work experience in the both areas of HRM and HRD
* Have good knowledge on Rohingya refugee programmes. Hands on working experience at Emergency response programme will be given preference.
* Experience of working for international and development oriented organisations.
* Experience of sourcing and attracting candidates and understanding of competency based recruitment.
* Understanding of current best practices in HRM.
* Demonstrate ability to think and manage strategically, plan and meet deadlines
* Fluency in English, both written and verbal as well as Bangla.
* Proficient knowledge of standard computer software.

**Key competencies:**

* Have Strong Leadership quality
* Pro- active with an ability to think analytically
* Strong ability to work on own initiative as well as part of a team
* Should have cordial relationship with partners, staff members and co-workers.
* Excellent interpersonal and communication skills
* Results oriented
* Excellent planning and organisational skills and time management skills
* Ability to problem solving and good decision making skills
* Strong team player
* Ability to work in challenging environments.
* Value Diversity

***Safeguarding at Concern: Code of Conduct and its Associated Policies***

*Concern has an organisational* ***Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.*** *These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the* ***highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission****. Any candidate offered a job with Concern Worldwide will be expected to* ***sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment****. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the* ***safeguarding*** *and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including* ***criminal background checking.***

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| *Line Manager’s name* | *Signature* |
| *Date* |
| *Employee’s name* | *Signature* |
| *Date* |