



ROLE PROFILE

Title	Human Resources Officer		
Functional Area	HR&OD		
Reports to	ERHR Manager		
Location	Bangladesh Cox's Bazar Project Office	Travel required	Yes. At least 50% travel to Teknaf & Ukhiya
Effective Date	September 2019	Grade:	B

ROLE PURPOSE

To deliver a timely and appropriate (quality and scale) response to the current crisis that builds strong links to the existing programmes in Bangladesh and build's on Plan's experience of refugee responses.

In view of the above the Human Resource officer will be responsible for coordinating and facilitating the performance management process.

The position holder is also responsible for capacity building of Plan staff on HRIS use. specifically, in the areas of performance management system, new staff induction, He/she will also support recruitment and selection processes of assigned projects and programmes. One of the major responsibilities of this position will be to support ER HR Manager on employee's contract preparation part.

DIMENSIONS OF THE ROLE

- The position holder maintains and updates the HRIS for all of Plan Bangladesh based at Cox's Bazar.
- He/she reports to ERHRM and does not have any direct report. However, may need to supervise short term staff or intern taken in HR&OD department occasionally.
- The position holder maintains a close coordination and communicates with the HRIS point persons at BCO for ensuring smooth functioning of the system and channeling support and trouble shooting.
- Takes appropriate stance to identify and mitigate risk related to updating employee information in the system for record and compliance aspects.

ACCOUNTABILITIES

Facilitate and manage Probationary Performance Evaluation processes and ensure managers and staff members have Knowledge to setting a culture of performance within organization (20%):

- Take the initiatives to set up the New Joiners IAP within Seven days after Joining.
- Closely Monitor the Probation Period of the newly joined staffs
- Time to time communicated to the concerned supervisors well ahead and ensure completed Probationary Performance Evaluation.
- Issue of probationary completion or extension letter to the employee before end of probationary period.

Facilitate and manage performance appraisal processes and ensure managers and staff members have required competencies towards setting a culture of performance within organization (25%):

- Take the initiatives to set up the IAP of All staffs of Cox's Bazar within the Time Frame.
- Closely Monitor the IAP setup
- Time to time communicated to the concerned supervisors Regarding IAP.
- Assist ERHRM yearly plan for performance appraisal process is in place and disseminated by the first week of each performance year/cycle.
- Progress of performance appraisal process are monitored as per plan.
- Staff training on performance management system are organized and facilitated and doing it through HRIS (2 Times Yearly); ensure necessary budget is provisioned under T&D annual budget

Plan, coordinate and implement HR changes as per Management actions per organizational needs; ensure appropriate documentations of all changes including updating the personnel files with these (25%):

- HR changes/movement plan is prepared; Assist ERHR Manager to process approval from the management as per organizational need.
- Communicate with the Program Manager Regarding Extension of the Program before one Month of End of Project.
- All HR changes actions are implemented (within 7 days of approval) after ensuring that these are in line with HR Policies, procedure and country labour law.
- Prepared documentation of the HR changes as per approved documents
- HR Changes documents are disseminated to the concern staffs and posted in the personnel file of the employees; ensure such changes are updated in the HRIS as well as reflected in the salary.

Support HR&OD team in recruitment and selection processes for new positions for assigned projects and programmes (15%).

- Communicate with the concerned supervisors and ERHR Manager in developing the job descriptions for positions before they are advertised; ensure that JDs are in place for all existing positions.
- Ensure recruitment policies and procedures are strictly followed throughout the whole recruitment process; gender and CP aspects are carefully reviewed and auctioned during the recruitment and selection process, which includes but not limited to the following:
 - Scheduling the selection process in collaboration with hiring manager and focal person for Recruitment and selection in HROD team
 - Preparation of Job advertisement, review of CVs and longlisting
 - Facilitating interview process with candidates shortlisted by HR and hiring manager, finalization of the selection note and approval of the same by management.
- Staff are hired within the stipulated time frame in a cost effective ways.

Coordinate HR Induction Process (15%)

- Arrange Induction every month for the new joining Staffs
- Communicate with the concern department and ensure participation of the staffs.
- Ensure Induction for all new staff members and ensure value for money; all new staff members are oriented on their rights and responsibilities as per employment contract.

Child Protection, Gender Equality and Inclusion

1. Ensures that Plan International's global policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

KEY RELATIONSHIPS

Internal contacts:

- Communicate with all departments of operations and programmes to conduct day to day HR business related to HRIS, staff T&D
- Work closely with Finance and MER team for T&D implementation, annual budget preparation and PO maintaining.
- IH Project team on SAP HR.

External contacts:

- HR departments of other development organizations for exchanging and sharing of organizational views and information required for organisation.
- Local vendors for trouble shooting of HRIS and other locally purchase software i.e. e-recruitment etc.
- T&D institutes and consultants for staff T&D initiatives and different HR works i.e. HR Manual Review, Market surveys etc.

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE**Essential**

- Education: Advanced university degree in Human Resource Management, Public or Business Administration, Industrial Psychology or another relevant field, or First University degree with additional years of related work experience or training/courses.
- Fluent in both written and spoken communication in both English and Bangla
- At least 2 years related experience in human resource management in reputed organisation in the similar roles
- HRM theories and concepts: Knows and takes into consideration appropriate recruitment and selection tools and techniques, compensation and benefits administration, HR information system and country's labour laws and regulations
- Performance management: possesses demonstrated understanding and hands on experience in managing and facilitating performance appraisal processes within organization and capacity building of staff members – especially managers and supervisor on the same.
- Interpersonal relationship building and collaboration: Effectively interacting with others in order to produce meaningful outcomes
- Training skills: Ability to carry out TNA for staff, prioritizing, developing learning objectives and modules including coordinating and facilitating the same for staff on HR&OD related issues.
- Computer Savvy: Ability to use the common MSWord applications (MS Word, PowerPoint, Excel, Outlook etc.) at intermediate level.

Desirable

- Working experience in development organization
- Compensation survey skills: Ability to gather information on salaries and analyse and apply information for employee benefits packages, pay scale etc.
- Have knowledge and clear understanding on child rights, child protection and rights based approach.

- Ability to coordinate different HROD projects in collaboration with the HROD team and external consultants.
- Willingness to work for and on behalf of the organization at the time of disaster within Plan working area or outside.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

We work well together

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and 'win-win' relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

PHYSICAL ENVIRONMENT

[In this section, state "typical office environment", or conditions such as "must work outside in an extremely hot and humid climate". Also note if any protective equipment is required.]

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Based at the Country Office in Dhaka with at least 50% travel to projects areas, Training Areas and different offices.

LEVEL OF CONTACT WITH CHILDREN

[Please delete as applicable]

Low contact: No contact or very low frequency of interaction

Mid contact: Occasional interaction with children ✓

High level: Frequent interaction with children