ROLE PROFILE

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| Title: | **Human Resource Coordinator** | | |
| Functional Area: | HR & OD | | |
| Reports to: | Emergency Response HR-Manager | | |
| Location: | Teknaf / Ukhiya | Travel required: | Yes |
| Effective Date: | ASAP | Grade: | C1 |

role PURPOSE

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realize their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion and discrimination. Its girls who are most affected. Plan International’s new Global Strategy aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach.

*‘We will partner to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights’* is Plan International Bangladesh’s *Vision for 2030*. We have started new country strategy in July 2020 aiming to achieve this exciting and ambitious vision.

This would require the organization to have an effective, efficient and committed workforce willing to challenge the prevailing status-quo, engaging men, women, boys, youth people, specially girls and bringing best out of all to create synergy for movement at all levels – from community to national, and beyond.

Plan International Bangladesh in view to support its *Vision for 2030* has been familiarizing implementation of a dedicated decentralized HR & OD team to support its staff thus organization to excel in their capacity, motivate and retain talent them with right career support.

The Human Resource Coordinator will be responsible for The job holder will be responsible for providing support to the Emergency Response HR Team in the area of maintaining and updating the HRIS for Plan Bangladesh Cox’s bazar Ukhiya/ Teknaf & Cox bazar office; coordinating and facilitating the performance management process and subsequent reward communications and preparing HR reports for management, & staff personal file maintaining. The position holder is also responsible for capacity building of Plan staff on HRIS use.

This role acts as the Safeguarding of Children and Young People focal point for Teknaf and Ukhiya.

Dimensions of the Role

* Budget/Asset management: The position holder does not have a delegated authority for expenditure.
* Direct and indirect reports: The position holder directly reports to ER-HR Manager
* Communications requirement: She/he needs to communicate internally with Project team and HR staff at Cox’s Bazar & BCO and to coordinate smooth HR support to project staff. For external Communication and participate in the meetings with local authorities and organizations to ensure compliances (Labor Inspection, Ministry of Labor, insurances, social welfare) under the overall guidance of Plan’s policy and procedure.
* Risk management: He/she will take proactive stance in identifying and mitigating child protection, donor and Plan’s compliance related risks in the Recruitment.
* External representation: He/she represents Plan HR and supports partner organizations in their recruitment to ensure compliance related issues when assigned by the supervisor.

Accountabilities

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

* Take the initiatives to set up the New Joiners IAP.
* 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.**

* Take the initiatives to set up the IAP of All staffs of Cox’s Bazar within the Time Frame.
* 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.
* Facilitate and manage Probationary Performance Evaluation processes and ensure managers and staff members have Knowledge to setting a culture of performance within organization.

**Implementation of HR changes for the response programme.**

* 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
* Documentation of the HR changes are posted in the personnel file of the employees;
* Maintain HRIS and other HR database for Plan Bangladesh Ukhiya/ Teknaf & cox’s Bazar to ensure employee related information remain updated in the HRIS as well as reflected in the salary

Manage and update the national staff deployment tracker;

* Separation formalities for outgoing staff (starting from preparing acceptance to confirming final payment clearance) are handled on urgent basis and in a manner that provides a smooth exit of the employee.
* Ensure all outgoing employees are invited for exit interview as per policy; interview coordinated in consultation with the employee and concerned person as per policy; quarterly exit interview report is prepared and passed to supervisor.

**Manage staff Personal File**

* Preparing new and old employees files
* Ensuring that new joiner bring in the right documents
* Scanning of all necessary documents
* Preparing induction package ( with COC and relevant policies ) for new joiners
* Follow up and archive timesheet

**Act as a Safeguarding Focal point of Ukhiya & Teknaf**

* To receive information from the community and staff regarding the incident
* To support safeguarding team to facilitate sessions during training/ orientation
* Continuous coordination with safeguarding Specialist & ERHRM to create an organizational culture

**Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion 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

1. ER HR Manager--- High
2. ER Program team members--- High
3. Log/Finance Team--- Medium to High
4. Partners and Govt. Representatives--- Low

Technical expertise, skills and knowledge

**Essential**

* Master/Bachelor Degree preferably in HRM, OD or any related disciplines
* At least Three years’ work experience in human resource specially in recruitment and selection, performance management; HR Planning administration preferably in an INGO in similar role. Working experience in emergency response is an asset for this position
* Fluency in English and Bangla (Speaking, Reading and writing),
* Good knowledge and understanding of humanitarian principles and established international child protection minimum standards
* Ability to use the common MSWord applications (MS Word, PowerPoint, Excel, Outlook etc.) at intermediate level.

**Desirable**

* 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
* Interpersonal relationship building and collaboration: Effectively interacting with others in order to produce meaningful outcomes
* HR compliance management: Ability to enforce HR policies, systems and procedures including tools and forms
* Information management: Understands the key information requirements needed to deliver an effective HRM service-effectively extracting, utilizing and communicating key HRM information
* HR acquisition skills: Ability to plan, identify opportunities and strategies for recruitment and staffing
* Compensation survey skills: Ability to gather information on salaries and analyze and apply information
* Design of employee benefit programs: Ability to identify and plan activities for staff development
* 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.
* Compute Savvy:
* Knowledge of Plan policies and procedures, Sphere and the Plan International/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
* Prior experience of working in greater Chittagong Division and knowing the local language is an advantage
* Team player and relationship builder.
* A “can do” approach
* Able to work calmly under extreme pressure and at unpredictable hours during emergency response

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

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

Physical Environment

Required at least 30% visit in camp & area office

Level of contact with children

**Low contact: No contact or very low frequency of interaction √**