



JOB FRAMEWORK

HUMAN RESOURCES MANAGER

Job Title:	Location:	Reporting to:	Probation period
Human Resources Manager	Kathmandu	People and Operations Director	6 months

The **Human Resources (HR) Manager** is responsible for supporting People and Operations Director in management of Human Resources and Administration functions. S/he needs to support in designing and executing the Human Resources Management plans in coordination with People and Operations Director. The HR Manager will ensure good collaboration and coordination to attain goals and objectives of the SPN. To achieve this, SPN requires an innovative, results-oriented individual who can create and deliver a vision and wants the challenge of developing and managing Team member expectations.

S/he should be flexible to travel to various areas within Nepal. This position will require frequent travelling to working districts of SPN.

We develop and implement efficient, effective and sustainable family planning programmes with the technical assistance of our INGO partner, Marie Stopes International. The primary responsibility of this role is to further SPN's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individual's right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live our **CORE VALUES**:

Mission driven	Client Centred	Accountable	Courageous	Resilient	Inclusive
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The below responsibilities are included for the position, but not limited to;

Key Responsibilities	Measure
Human Resources Management and Employee Engagement	
<ul style="list-style-type: none"> Lead recruitment and selection process, and ensure the process is as per the organizational policy 	Vacancies filled on time and effectively
<ul style="list-style-type: none"> Ensure a robust performance management approach is adopted across the organization that is linked to meeting organizational goals and delivers improved performance 	All staff with PDPs, up to date appraisals and interim reports
<ul style="list-style-type: none"> Support in developing and maintaining a Talent Management system as per organizational requirement 	Talent Management Plan in place and implemented
<ul style="list-style-type: none"> Assist in developing, implementing, and reviewing policies, guidelines, procedure related to HR and office administration 	Updated policies and procedures
<ul style="list-style-type: none"> Assist in Team member satisfaction survey, analysis and post planning and implementation and track the development 	Comparative satisfaction survey and team member forum
<ul style="list-style-type: none"> Manage action planning/projects that support and drive the employee engagement agenda such as Staff Satisfaction Surveys. 	Tangible increases in employee engagement scores
<ul style="list-style-type: none"> Assist to conduct staff disciplinary procedures and actions (as required) in line with organizational policy. 	HR reports on disciplinary
<ul style="list-style-type: none"> Assist in Grievance handling 	Issues timely resolved



<ul style="list-style-type: none"> Develop and introduce employee recognition programs in coordination with various department 	Team motivation
<ul style="list-style-type: none"> Assist in compensation and benefits strategies and issue contract/ letters as required (Salary, acting, promotion etc.) 	HR reports
<ul style="list-style-type: none"> Provide HR report highlighting the concerns together with possible solutions. 	HR reports
<ul style="list-style-type: none"> Conduct exit interviews and collate and disseminate lessons learnt 	Exit interview report. Quarterly Turn over analysis
Training and Development	
<ul style="list-style-type: none"> Assist in development of SPN training and development strategy and manage implementation 	All staff with right skills and knowledge to do job
<ul style="list-style-type: none"> Assist in training team member on Human Resources strategy for SPN supporting the achievement of organizational goals. 	Team member feedback
<ul style="list-style-type: none"> Lead the induction and refresher as per SPN standard. Plan and coordinate staff induction and orientation for newcomer in order to Promote and enable a working environment. 	Team member Feedback
<ul style="list-style-type: none"> Lead in developing in house training courses for key skills 	In house training well attended
<ul style="list-style-type: none"> Support in designing and delivering learning and development solutions for a range of core behavioral/ developmental skills identified through the organizational performance review cycle and the team needs assessments that will be available through the Learning and Development Calendar. 	Participant Evaluations Evidence of closure of skills gaps
<ul style="list-style-type: none"> Co-ordinate and organize capacity building, training, workshops and exposure visits for staff as needed, with concerned institutions and resource persons. 	Networking with line agencies
Strategies and Management	
<ul style="list-style-type: none"> Assist in developing and implementing a Human Resources strategy for SPN supporting the achievement of organizational goals 	HR strategy developed and implemented
<ul style="list-style-type: none"> Assist in Audit compliance. 	Audit reports
<ul style="list-style-type: none"> Provide feedback to the People and Operations Director to enhance a better and cordial working environment. 	Field visit reports

Person Specification

Qualifications/Knowledge/Expertise

- Bachelors' degree in HR Management with a professional qualification in HR preferred.
- Detailed knowledge of Nepali employment law and other related laws
- Knowledge of HRIMS and database
- Desirable: Additional qualifications in conflict management, coaching and mentoring, training development

Experience:

- Successfully held a HR management position **for at least 5 years**, ideally in a dynamic organization
- At least 5 years'** experience of implementing transformation in HR systems and achieving organizational change, bringing modern, progressive approaches to HR practice.
- Experience of developing and successfully implementing HR and OD strategies
- Proven ability to train and develop others
- Desirable: Experience of managing human resources in a multi-location environment



Skills and Abilities:

- Able to develop and articulate a clear strategic vision of HR
- Negotiation, influencing and conflict management skills
- Experienced in Internal Customer Care
- Ability to self-manage and prioritize workload to meet deadlines without compromising on high standards.
- Excellent communication skills in both written and spoken English and Nepali language.
- Able to manage and motivate teams to achieve targets and to achieve organizational change

Attitude / Motivation:

- Demonstrates SPN team member behaviours.
- Prochoice