



Alliance for Social Dialogue (ASD)

POSITION AVAILABLE

OFFICE AND HUMAN RESOURCE MANAGER - Kathmandu based

Alliance for Social Dialogue (ASD), a national foundation of the Open Society Foundations (OSF) in Nepal, is seeking application from Nepali nationals for the position of an Office and Human Resource Manager.

ASD is a value driven organization. The organizational values are *Respect, Trust* and *Integrity*.

ASD works to build vibrant and tolerant societies whose government is accountable and open to criticism, whose laws and policies are open to debate and correction, and whose political institutions are open to the participation of all people.

Purpose of position

Under the leadership of the Executive Director of ASD and with technical support from the Regional Human Resource Partner in London, the Office and HR Manager will be responsible for managing the office and human resources functions. This support will range from overseeing everyday office administration, ensuring office efficiency, addressing employee relations, recruitment, processing associated benefits, maintaining HR records, supporting the performance management system and targeted learning and development initiatives.

Reporting

The Office and Human Resource Manager reports to the Executive Director of ASD, and provides support to employees based in Kathmandu office.

Key Duties and Responsibilities for

a. Office Management

- Oversee day to day office administration;
- Support all procurements, ensuring compliance and advising management and staff on procurement matters;
- Establish procedures for record keeping, monitors record keeping, and ensures filing systems are maintained and current;

- Oversee asset management (including company vehicle use);
- Oversee business travel related policies and procedures and ensure compliance;
- Provide support for arranging travel and accommodation for staff and visitors;
- Manage and coordinate yearly inventory;
- Ensure security and confidentiality of data;
- Support in-house and external events, conferences, meetings, and workshops;
- Plan the annual budget of the office and contribute to the planning of the central administrative budget of the ASD;
- Prepare and update facilities and operations related policies, procedures, documents and guideline;
- Negotiate and maintain records of rental contracts

b. Human Resource Management

- Develop a trusting consultative relationship with senior managers and establish credibility with all levels of management to enable successful implementation of HR and change initiatives;
- Ensure the human resources function is proactive and responsive to business needs and act as a business partner to the employees;
- Provide guidance, support and counsel to employees on defined employee relations' issues;
- Oversee the correct use of grants management and human resources in the ASD office and ensures new developments are pushed out and compliant with local law;
- Provide oversight and quality control over recruitment procedures, including screening, interviewing, reference checks, and job offers;
- Head all human resource functions in the office, including staff induction and orientation, maintaining and updating personnel files, and hiring and terminating employees;
- Ensure employment policy structures with regard to job descriptions, salary scales, benefits, diversity, and training. Conduct periodic surveys within local markets to benchmark competitive staff compensation packages;
- Oversee staff performance management policies, including annual 360 and probationary evaluation processes. Provide annual staff training on the performance evaluation procedures to ensure supervisors are providing constructive and useful feedback;
- Oversee the distribution and collection of the annual conflict of interest disclosure form;
- Serve as the key internal point person for employee labour relations and personnel mediation in the event of inter-departmental disputes;
- Oversee research, drafting, and updating of employee policy manuals and staff bios;
- Research, negotiate and renew all office suppliers pertaining to staff benefits, such as medical insurance and pension;

- Serve as the primary source of HR knowledge in response to employee and/or supervisor requests, be well versed in the local employment law;
- Organize regular trainings for staff on developments in human resources and identify periodic skills development or in-house training opportunities for staff. Support the recruitment cycle (post vacancies, coordinate and conduct interviews);
- Coordinate and monitor contract and agreement renewals; all related entry and exit documentations upon hire and at exits after end of assignments;
- In conjunction with the Executive Director, spearhead internal staff communications, team-building and employee engagement activities.

c. Security and Safety

Assist the Executive Director to promote security through support of staff working in potentially dangerous, isolated, or difficult environments. Ensure compliance with administrative procedures and policies to augment protection of personnel, property, and information.

d. Enabling Working Environment

- Ensure a healthy and robust office environment to promote staff growth, wellbeing and productivity using an appreciative inquiry approach. Promote a healthy spirit of teamwork and communication within the ASD team through regular meetings and exchange of information;
- Ensure a team leadership approach that fosters information sharing, learning, and growth. Supervise and mentor staff at the program officer and program assistant levels;
- Put into place effective internal communication mechanisms with respect to compliance with OSF and Asia Pacific Regional Office (APRO) policies. Address and resolve issues of non-compliance in a positive, respectful and constructive manner;
- Integrate ASD and APRO's organizational values into the performance of duties and tasks on a daily basis and participate in activities designed to uphold the values and foster healthy inter-office communication.

Required Skills and Experience

- Completion of Master's degree in Human Resource Management, Business Administration, Law or related field;
- Five years' experience as an HR and Administration generalist in Nepal, ideally in the charity/non-profit sector;
- Top-tier written, presentation and verbal communication skills; ability to convey information effectively and solid experience providing training and staff development in English and Nepali;

- Experience in dealing with and in advising line managers on Employee Relations issues from grievance to redundancy and from performance management to disciplinary with limited support;
- Unparalleled organizational, leadership and customer service skills;
- Proven sense of professional discretion, integrity, and ability to manage situations diplomatically and to effective resolution;
- Excellent management, interpersonal and negotiation skills and a demonstrated ability to promote harmonious/cohesive teamwork, in a cross cultural context;
- Proven ability to plan long-term, organize priorities and work under administrative and programmatic pressures with detail orientation and professional grace;
- Highly collaborative and able to establish positive working relationships with senior level management and all other stakeholders to maximize cooperation and productivity;
- Good sense of humor – ability to laugh at oneself;
- Very strong proficiency in MS Word, Excel, and PowerPoint is required;
- Desire to continually learn and develop is a must.

Start date: Immediately

Compensation: Salary commensurate with qualifications and experience.

To Apply:

Please email resume including two referee and cover letter before 30th April 2016 to asd@asd.org.np. Please include the job title you are applying for in the subject line.

**Phone calls will not be entertained.
ASD is an Equal Opportunity Employer.**