

Job Description
Ref:

Job title	Human Resources Officer		
Directorate or Region	South Asia	Department/Country	Business Support Services
Location of post	Nepal	Pay Band	4 (locally appointed)
Reports to	Resources Manager	Duration of job	Indefinite

Purpose of job:

To assist in providing quality administrative and management support to HR operation of British Council Nepal to comply with all aspects of Human Resources task, including Learning & Development, Performance Management, Recruitment, Induction and other day to day operational tasks of core HR.

This post holder will also extend support to the Resources Manager to implement and manage new / various initiatives of British Council Nepal around resources management.

Key context : The post holder should be able to maintain employee confidence and protect operations by keeping human resource information confidential

Accountabilities, responsibilities and main duties:
Recruitment:

- Make arrangement for publishing job advertisement in the newspapers and/or web sites or using e-recruitment.
- Be the first point of contact for the external and internal job applicants.
- Carry out the pre-employment checks and activities that includes, drafting contracts, reference checking, medical examinations, etc. and ensure these have been completed before a new recruit start working for British Council Nepal.
- Support the Resources m=Manager to ensure that new recruit receives proper induction and follow up on the post induction.

Performance Management:

- Ensure that all copies of performance evaluations are collected and filed accordingly.
- Responsible to update the yearly rating

Learning and Development:

- Ensure that staff training database is up to date and includes records of all training of individuals.
- Arrange for all the logistics for staff training.
- Support HR team in the development and implementation of learning and development plan for British Council Nepal.

Operational HR:

- Update and maintain individual's HR personal files, including certificates and salary updates.
- Ensure all staff have their leave and sick leave records in place (whether manually or online).
- Manage and update staff information and record database.
- Update the organogram for British Council Nepal.
- Make sure that all necessary HR policies and documents are filed properly in both hard and soft copies.
- Provide HR support to the operational teams by handling basic HR queries and providing

- necessary HR forms.
- Work with the line managers to make sure that all the corporate procedures are followed during resignation or termination of contract.
- Prepare and maintain all kind of HR records for the HR team.
- Work with line managers to ensure that staff resignation/exit process is managed properly.
- Maintain the exit interview data for the HR team.
- Assit to process medical claims of staff, i.e. check claim forms with supporting documets and prepare consolidated sheet for insurance company for claim process.
- Timely update staff details with insurance company upon new staff joining in and exiting.
- Support attainment of official visa for UK appointed staff and exam consultant.
- Any other HR related task assigned by the HR TEAM.

Premises:

- If a major problem occurs on the premises or with the IT systems at any time, the post-holder is expected to support Resources Officer and take all necessary action to resolve it. This may involve out-of-hours' work and require significant analytical powers.

Other important features or requirements of the job

- Knowledge of Nepal labour laws and British Council HR policy and procedures is up-to-date and is used to assess the impact on British Council staff.
- The post holder will understand and make decisions which are affected by Equal Opportunity and Diversity (EO&D) legislation and policy. Additionally he/she will exploit opportunities brought by diversity and build them into all planning.

Key relationships: (include internal and external)

In country HR colleagues

In country Senior Management Team and all staff.

HR Agencies

Training institutions

Outsourcing agencies

Insurance companies

Educational Institutes

Please specify any passport/visa and/or nationality requirement.	Must be legally entitled to work in Nepal
Please indicate if any security or legal checks are required for this role.	ID, local/international police record check qualification and reference checks are required for external candidates.

“The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989”

Person Specification

Behaviours	Required at the “more demanding” level (2)	Assessment stage
<u>Creating shared purpose</u>	<p>Creating synergy and clarity so that people want to work purposefully together</p> <ul style="list-style-type: none"> • I use a variety of ways to check the understanding of others and build engagement • I adapt what I say for different individuals, groups and cultures • I act creatively to inspire others to ensure they focus their efforts appropriately • I link my team’s vision to the British Council’s vision 	This behaviour will be required to successfully carry out the role, but will not be assessed for recruitment purposes.
<u>Making it happen</u>	<p>Challenging myself and others to deliver and measure better results</p> <ul style="list-style-type: none"> • I regularly review results and look for ways of raising levels of achievement for myself and others • I exceed challenging objectives • I identify barriers to success and tackle them before they become an issue • I commit resources to support the learning and development of others • I look for new responsibilities and assignments in order to develop • I take advantage of opportunities and mitigate risks 	Interview
<u>Being accountable</u>	<p>Putting the needs of the team or British Council ahead of my own</p> <ul style="list-style-type: none"> • I do more than what is required of me if it will have a positive impact on others or on outcomes • I put extra energy into dealing with obstacles or setbacks • I stick to my promises, even when it is difficult to do so • I control my emotions to minimise negative impact • I act on feedback about my own behaviour • I seek support when dealing with difficult or emotional situations • I adapt easily to different cultural settings • I hold others accountable for delivering what they have agreed to do 	Interview

Behaviours	Required at the “essential” level (1)	Assessment stage
Connecting with others	<p>Making regular opportunities to understand others better</p> <ul style="list-style-type: none"> • I make myself approachable to others • I take steps to learn about other people, cultures and organisations • I apply my learning about how things are achieved in different cultures or environments • I interact with others openly and honestly • I make connections between the aims of different people or organisations • I listen to others’ points of view 	This behaviour will be required to successfully carry out the role, but will not be assessed for recruitment purposes.

Working together	Establishing a genuinely common goal with others <ul style="list-style-type: none"> • I readily seek others to work with when it is right to do so • I establish clarity about what we want to achieve together and what our respective roles are • I establish effective ways of working together • I willingly support others who are dealing with difficulties or problems in their work • I actively seek out others' ideas • I seek out and use creatively what people of different backgrounds have to offer • I share leadership or other roles as appropriate 	Interview	
Shaping the future	Looking for ways in which we can do things better <ul style="list-style-type: none"> • I recognise and react to opportunities or issues so that we improve what we do • I use my knowledge, skills and experience to create better ways of doing things • I make plans to achieve clear results • I demonstrate how I add value in what I do day by day • I ask why we do things in a certain way 	This behaviour will be required to successfully carry out the role, but will not be assessed for recruitment purposes.	
Skills and Knowledge	<ul style="list-style-type: none"> • Good knowledge of MS Office essential , experience of using Excel preferred • HR Management knowledge essential. • Familiarity with ERP system, templates design and report presentation skills all preferred. Communication skills <ul style="list-style-type: none"> • Ability to communicate clearly, either verbally or in writing with colleagues in the region or globally (in English), or locally (in Nepali). 	Short listing and Interview	
Qualifications	Bachelor's Degree level qualification in a relevant subject with at least two years of relevant experience. Human Resources qualification desirable.	Short listing	
Submitted by	Resources Manager	Date	February 2016