

ActionAid Bangladesh is looking for suitable candidates for the following position:

Officer – Human Resources

Department	:	HROD
Location of posting	:	Cox’s Bazar
Types of contract	:	Fixed term contract
Number of Position	:	1
Duration of Contract	:	01 (One) Year (Possibility of extension depending on performance & availability of Donor Funds)
Salary and Benefits	:	A competitive Salary Package will be offered to the deserving candidates with other admissible benefits such as medical benefit, group life insurance and mobile & internet allowance

Job Summary:

As a member of the HR department in Cox’s Bazar operations, this position will be mainly responsible for assisting overall HR functions and coordination with the humanitarian response and other programs. Major responsibilities include identifying current and future hiring needs, advertising job openings and designing employee referral programs, facilitating the staff development initiatives, training & development, maintaining the database, as well as support to maintain contract staff information including their timesheet and so on. This position will be expected to provide more operational HR support and liaise very closely with the Dhaka HR team.

Key responsibilities include (not limited to):

Facilitate the recruitment process and ensure a positive candidate experience

- Coordinate with the hiring manager as per the recruitment guidance to collect SRF for new hiring and track the recruitment process
- Collect Job description and ensure that all recruitment has been authorized by the CD and signed by designated managers before the advertisement is made
- Maintain quality and confidentiality of the overall recruitment process. Ensure proper documentation of recruitment and selection files for the HR operations team for necessary compliance
- Assist HR Coordinator in the CV shortlisting and communicate the same with all the relevant stakeholders as needed
- Organize the interview process by communicating with the candidates, arrange different tests as per the AAB recruitment guideline
- Communicate with the candidates and ensure offer letters are made to the successful candidates. Confirm proper reference check and documentation

Act as a Focal of Performance Management System for Cox’s Bazar Staffs

- Assist in establishing the effective Performance Management System in the organization. Resolve any query of the staff about performance appraisal-related issues.
- Enhance knowledge of all managers/supervisors about performance assessment system through Performance Assessment System Training/one-to-one session with the help of Manager-Capacity Development.
- Orient staff and supervisors with the performance management goal, objectives, and impact on the organization.
- Ensure on-time performance appraisal in a qualitative manner.
- Assist in designing, preparing, and reviewing of Performance Assessment System Training module and materials.
- Ensure probationary appraisals of all new joining staff and Assist in the confirmation process of all staff. Collect all performance appraisals from the project team during year-end and address any disagreement between staff and supervisor.
- Involve in the goal settings and work to achieve the best outcome of the Performance Improvement Plan (PIP).

Ensure effective HR Support services to the AAB Staffs in Cox' Bazar

- Work closely with various departments/Programs of AAB, assisting line managers to understand and implement policies and procedures.
- Deal with employee requests regarding human resources issues, rules, and regulations. Ensure effective communication and prompt resolution of requests and questions.
- Check staff medical bill claims and submit to Finance maintaining necessary compliances Provide assistance to resolve complex employee relations issues and address grievances to the attention of the HR Coordinator

Staff Correspondence and Reporting

- Ensure staff information is properly updated in the ERP.
- Support new joiners to use ERP from the staff end module.
- Support staff to submit medical bills through ERP.
- Support field staff to submit leave application form through ERP

Relationships

The person holds this position, will be directly reportable to the **Human Resource Coordinator** of the HROD Unit, Cox's Bazar Operation.

Required Educational Qualification and Experiences

Education

- Minimum Graduate/Post-Graduate degree, preferably in HRM.

Experience

- At least 3 years of relevant experience in national or International Development Organization.

Required Competencies

- Excellent communication skills both in Bangla and English.
- Outstanding interpersonal relationship building.

- Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel and skills in Human Resources Information Systems (HRIS).
- Ability to work under pressure and meeting deadlines.
- Ability to work in a Team.
- Understanding of Gender and Child Rights issues
- High degree of Organisational abilities and multitasking skills.
- Ability to respond to stressful situations with calmness and patience.
- Able to maintain strict confidentiality and high degree of integrity in dealing with HR issues.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **21 May 2022**
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent.