

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

HR Specialist

Project	:	Inclusive Services and Opportunities (ISO) for Human Capital Development and Livelihood
Department		People & Culture
Location of posting	:	Cox's Bazar, with extensive field visit to Chattogram regions
Types of contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 85,823 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

The HR Specialist is responsible for providing end-to-end HR support with a strong focus on high-volume recruitment and onboarding for project staff across different locations within the Chattogram Division. The role ensures timely mobilisation of quality human resources in line with organisational policies, donor requirements and safeguarding standards.

S/he will lead on planning and implementing bulk recruitment processes, including venue and logistics arrangements in locations where ActionAid Bangladesh (AAB) does not have an office set-up, while also supporting wider organisational recruitment as required. In addition, the HR Specialist will support employee life cycle management, day-to-day HR operations (attendance, timesheets, HR letters), payroll inputs, policy implementation and performance management processes in close coordination with the People & Culture team.

Key responsibilities include (not limited to):

Recruitment, Onboarding and Staff Mobilisation (45% of Time):

- Lead and coordinate high-volume recruitment for assigned projects, ensuring processes are completed within agreed timelines and budget.
- Develop recruitment plans and timelines for high-volume hiring across different locations in Chattogram Division, in consultation with project leads and People & Culture Team.
- Arrange venues and all related logistics (exam halls, interview rooms, multimedia, hospitality, transport, printing of question papers and forms, etc.) for written tests and interviews in locations where AAB has no office facilities.
- Coordinate announcement of vacancies, application shortlisting, preparation of written test and interview tools, and sharing necessary documents with panel members.
- Ensure recruitment processes maintain transparency, fairness and alignment with AAB policies, Code of Conduct, SHEA & Safeguarding, and diversity and inclusion principles.

- Facilitate reference checks, pre-employment verifications and offer communication for selected candidates.
- Coordinate the onboarding process, including orientation schedules, induction packs, documentation collection, staff IDs, email creation and system access in coordination with ICT and relevant teams.
- Maintain recruitment trackers for assigned projects and prepare periodic recruitment status reports for management and donors as needed.
- Provide recruitment and onboarding support to other projects and departments of AAB as and when required.

Employee Life Cycle Management & Routine HR Operations (20% of Time):

- Support the full employee life cycle (joining, confirmation, transfer, contract extension, change in assignment, separation) in coordination with line manager and colleagues from People & Culture team and project team.
- Ensure accurate and timely maintenance of staff information in HRIS/ERP and personnel files (online and hard copy) for assigned projects.
- Follow up on monthly attendance and timesheet submissions, coordinate with staff and line managers to correct inconsistencies, and share consolidated updates for payroll processing.
- Prepare and issue routine HR letters such as appointment letters, contract renewals, confirmation letters, transfer letters, NOCs, experience certificates and related documents as per approved formats.
- Support medical insurance inclusion and exclusion processes and maintain updated staff databases for assigned projects.
- Provide first-line HR support and guidance to staff on routine HR queries, policies and procedures.
- Assist in arranging HR-related meetings, briefings and staff engagement initiatives at project level.

Payroll and HR Data Management Support (10% of Time):

- Provide accurate and timely HR inputs for monthly payroll (new joiners, leavers, changes in assignment, unpaid leave, overtime/extra duty where applicable, etc.) in coordination with Finance and People & Culture Team.
- Review staff data, attendance reports and timesheets to ensure consistency between HRIS/ERP and payroll reports.
- Maintain secure and updated HR data, trackers and reports required for payroll, donor reporting and audits.
- Support audit queries by preparing and presenting required HR documentation and evidence.

Policy Implementation, Compliance and Reporting (10% of Time):

- Ensure implementation of relevant policies including Code of Conduct, SHEA & Safeguarding, Child Safeguarding and other relevant policies at project and field level in coordination with People & Culture, and Safeguarding Team.
- Act as a focal support person for staff and line managers on basic interpretation of HR policies, referring complex matters to the line manager.
- Support the orientation of staff on key policies, expected behaviours and reporting mechanisms, particularly for new project teams.

- Prepare periodic HR summaries and basic analytics (recruitment status, staff movement, timesheet compliance, etc.) for internal reporting.

Performance Management & Staff Support (10% of Time):

- Support the implementation of the performance management cycle (objective setting, mid-year review, annual appraisal, project-end appraisal) for assigned staff groups.
- Assist line managers and staff in using the appraisal tools/ERP modules correctly and in line with guidelines from People & Culture.
- Track submission of performance documents and follow-up with staff and supervisors to ensure timely completion.
- Support documentation of performance-related decisions (confirmation, probation extension, development plans, etc.) and file them properly.
- Provide basic guidance to staff on performance expectations, feedback processes and development opportunities, referring complex issues to the supervisor.

Coordination and Other Duties (5% of Time):

- Coordinate closely with project management, field offices, Finance, Admin, ICT and other teams to ensure smooth HR support to operations.
- Participate in HR and cross-functional meetings as required and share relevant updates from the projects.
- Contribute ideas for improving HR processes, tools and templates based on field experience and feedback from staff.
- Undertake any other responsibilities assigned by the line manager/Head of People & Culture in line with the role and organisational priorities.

HR Compliance, Data Protection & Donor Requirements (5% of Time)

- Ensure compliance with Bangladesh Labour Law, organisational policies, donor requirements, and HR best practices.
- Support HR audits by maintaining accurate documentation and ensuring compliance with audit recommendations.
- Uphold data protection standards in line with internal data privacy policies.
- Act as a focal support for maintaining integrity and confidentiality of staff data.

Relationships

S/he will report to Manager – People & Culture (OD, SHEA & Safeguarding). S/he will also work closely with other team members of the department.

Required Educational Qualification and Experience

- Bachelor's degree in Human Resource Management, Business Administration, Public Administration, Social Sciences or a relevant discipline.
- Post Graduate Diploma in Human Resource Management will be an added advantage
- At least 3 - 4 years of progressive experience in Human Resources, with substantial exposure to recruitment and HR operations.
- Proven experience in managing or supporting bulk recruitment and field-based recruitment processes across multiple locations.

- Experience of working with INGOs, NGOs or humanitarian response projects will be an advantage

Technical Skills

- Strong command of HRIS/ERP systems
- Knowledge of HR analytics
- Understanding of Bangladesh Labour Law.
- Familiarity with donor compliance
- Knowledge of safeguarding standards and PSEA principles

Key Skill Performance Outcomes:

- Timely completion of recruitment activities as per the recruitment plan.
- High accuracy in HR data entry and documentation, ensuring error-free internal and external audits.
- On-time submission of accurate payroll inputs each month.
- Successful completion of onboarding processes within defined organisational timelines.
- Submission timely sheet submission and compliance rates.
- Timely completion of all phases of the performance management cycle

Required Competencies

- **Leadership** : Ability to follow instructions and complete assigned tasks efficiently and to take decisions independently.
- **Emotional Intelligence**: Understanding and recognition of own emotions and their impact on others and respond accordingly. Can manage stress well.
- **Communication & Collaboration**: Possess effective communication skills to interact with colleagues and stakeholders. Coordinate with team members to provide support as required.
- **Problem Solving Skill** : Ability to identify root-cause, analyse and propose alternative solutions based on their understanding of the organisation's policies and procedures.
- **Networking** : Ability to build relationships with colleagues and external stakeholders. Initiates or engages in networking activities and events and provide relevant information to external stakeholders and different forms with proper evidence.
- **Learning Agility**: Reflects on past experiences and uses that knowledge to inform future actions. Adapts to new work processes or technology with minimal guidance. Seeks out information and resources to expand their knowledge beyond their immediate responsibilities. Willingness to receive feedback and address those feedback positively.
- **Decision Quality** : Demonstrates sound judgment in routine decision-making situations. Understands the potential consequences of decisions and seeks input from others when appropriate. Open to feedback and willing to adjust decisions based on new information.

Application instructions

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

- The last date of application is **09 December 2025**. Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply early before deadline
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for 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.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.