

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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

Human Resource Coordinator

- Location of posting : Cox's Bazar
Types of contract : Fixed Term Contract, initially for 12 months, which is extendable (condition applied)
Number of position : 1 (One)
Salary and benefits : Competitive Salary package will be offered to the deserving candidate with other admissible benefits such as medical benefits, mobile & internet allowance and group life insurance etc

Role Overview

ActionAid Bangladesh is working at Cox's Bazar for Rohingya Response as well as for the host community since August 2017. Right now, around 375 staff are working in different projects in Cox's Bazar. ActionAid Bangladesh is looking for an energetic, dynamic, multi-tasker and passionate HR leader who can lead the HR functions at Cox's Bazar.

The Human Resource Coordinator provides leadership for Cox's Bazar operations and will make sure effective implementation of all HR functions there. The incumbent is expected to make sure onsite recruitment, documentation, staff capacity development, policy orientation and dissemination, performance management system, grievance and disciplinary issues, etc. The Human Resource Coordinator will be directly reportable to the Head of HROD, Admin & ICT. The incumbent should have the capacity to work under pressure and meet deadlines in consideration of complex emergency and humanitarian working culture. The role includes line will be expected to work outside the normal role profile

Key responsibilities include (not limited to)

Recruitment

- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Work closely with programme and project teams to finalise Job Profiles for new hiring.
- Ensure proper communication with the programme and project team, take necessary action for staff requisition, maintain the recruitment tracker, and engage the hiring managers in different levels of the selection process.
- Follow the HR guidelines and best practices for hiring new staff and make sure of compliance and documentation.

Policy and Compliance

- The Human Resource Coordinator will make sure all new joiners have received detailed staff and employment related policy such as HROD Policy, Anti-Sexual Harassment Policy, Child Protection Policy, Prevention of Sexual Exploitation and Abuse (PSEA), Whistleblowing Policy, Grievance and Disciplinary Policy, Anti-Terrorism and Money Laundering Policy, etc. through a staff orientation programme.
- Organise refreshers of policy orientation for existing staff. Also, organise regular orientation and refreshers for volunteers.
- Facilitate the internal grievance management and disciplinary issues in coordination with Deputy Director – HROD & ICT.

<https://actionaidbd.org/>

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Staff Capacity Development

- The incumbent will identify the gaps, and prepare a staff training/capacity development calendar for AAB Cox's Bazar staff in coordination with the Manager – HROD of AAB.
- Organise and support different staff capacity-building programs by engaging internal and external resources.

Performance Management

- Organise and facilitate new staff induction on the Performance Management System (PMS) of ActionAid Bangladesh.
- Ensure PMS has been properly adept in all levels of Cox's Bazar Staff.
- Develop a mechanism for volunteer and short-term contract staff performance appraisal tools and disseminate those.
- Prepare periodic reports and share those with the Head of HROD, Admin & ICT.

Employee Engagement and Relations

- Formulates and recommends Human Resources policies and objectives for the organisations on any topic associated with employee relations and employee rights.
- Partners with management to communicate Human Resources policies, procedures, programs, and laws.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation. Conducts periodic surveys to measure employee satisfaction and employee engagement.
- Coaches and trains managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them. Makes certain that the managers know how to successfully, ethically, honestly, and legally communicate with employees.
- Monitors and advises managers and supervisors in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees.
- Leads the implementation of staff safety and health programs.
- Reviews employee appeals through the company complaint procedure.

Human Resources Information Systems (HRIS)

- Maintain HRIS through online modules and create and maintain some databases such as Volunteer Database.
- Generate different reports for AAB management and external stakeholders.

Compensation and Benefits

- Support to Deputy Manager – HR Operations (Dhaka based) to finalise the monthly payroll of Cox's Bazar-based staff.
- Provide relevant information including joining, separation, attendance, timesheet etc.
- Support to project proposal development team for project staff salary budget preparation.

Organization Development

- Support to the Head of HROD, Admin & ICT to design, direct and manage an organisation development that addresses issues such as succession planning, workforce development, employee retention, organization design, and change management.
- Manages employee communication and feedback through different mechanisms such as meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, etc.
- Identifies and monitors the organisation's culture so that it supports the attainment of the organisation's goals and promotes employee satisfaction.

Required Educational Qualification and Experience

- Postgraduate degree, preferably in Human Resources, Public Administration and other relevant with academic and professional credibility;
- 4 years of relevant working experience.

Desired Skills

- Knowledge and experience in labor law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee engagement, and employee development.
- Excellent communication skills both in Bangla and English.
- Outstanding interpersonal relationship building and employee coaching skills.
- Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel and skills in Human Resources Information Systems (HRIS).
- Ability and experience to handle grievances and disciplinary issues.
- Ability to work under pressure and meeting deadlines.
- Excellent organizational management skills.
- Team management and ability to work in a Team.
- Understanding of Gender and Child Rights issues.

Application instructions

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

- Last date of application is **Saturday, 24 September 2022.**
- 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 the 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.