

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

Officer – Human Resources

Department	:	Human Resource and Organisation Development
Location of Posting	:	Cox's Bazar
Types of Contract	:	Fixed Term, initially till the end of 2023, with the possibility of extension depending on the performance and availability of donor fund
Number of Position	:	1 (One)
Salary and Benefits	:	A competitive Salary Package (consolidated) will be offered to the deserving candidates with other admissible benefits such as medical benefits, group life insurance and mobile & internet allowance.

Job Summary:

As a member of the HR department in Cox's Bazar operations, the primary responsibility of this position will be to assist with the HR department's overall functions and coordination with the humanitarian response and other programmes. Primary roles include assessing present and future employment requirements, implementing staff recruitment programme, assisting staff development initiatives, including training and development, and managing the database. Follow up and coordinate with the project management team to ensure effective and timeliness of the performance management system which is in place. This position provides additional operational HR support and collaborates closely with the Dhaka-based HR team.

Key responsibilities include (not limited to):

Facilitate the recruitment process and ensure a positive candidate experience

- Collect SRF for new hires and follow the recruiting process in coordination with the hiring manager, per recruitment guidance;
- Support to prepare Job descriptions and ensure that all recruitment has been authorised by the signed by designated persons prior to advertising;
- Maintain the entire recruitment process's quality and confidentiality;
- Ensure proper documentation of recruitment and selection files for the HR operations team for necessary compliance;
- Assist Human Resource Coordinator in the CV shortlisting and communicate the same to all relevant stakeholders as required;
- Organise the interview process by communicating with candidates and arranging various tests in accordance with the AAB recruitment guideline;
- Communicate with the candidates and ensure that the successful candidates receive offer letters;
- Verify adequate verification of references and documentation.

Act as a Focal of the Performance Management System for Cox's Bazar Staff

- Assist in designing, preparing, and reviewing Performance Assessment System Training modules and materials.
- Orient staff and supervisors with performance management goals, objectives, and impact on the organization.
- 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 the performance assessment system through Performance Assessment System Training/one-to-one sessions with the help of Manager-Capacity Development.
- Ensure on-time performance appraisal in a qualitative manner.
- 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.
- Involvement in the individual staff goal setting and work to achieve the best outcome of the Performance Improvement Plan (PIP).

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

- Work closely with various departments/Programs of AAB, assisting line managers in understanding 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.

Staff Correspondence and Reporting & Documentation

- Ensure accurate & proper record keeping of employee information in ERP.
- Support new joiners to use ERP from the staff end module.
- Provide assistance to resolve complex employee relations issues and address grievances to the attention of the HR Coordinator
- Support field staff to submit leave application forms through ERP.
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Relationships

The individual holding this post will report directly to the Human Resource Coordinator of the HROD Unit, Cox's Bazar Operation. S/he collaborates closely with the HROD Team based in the Dhaka office as well as the Cox's Bazar team members. He/she will coordinate with the project management team and other functional teams to ensure that HR functions are in place and functioning effectively.

Required Educational Qualification and Experiences

Education

- Minimum Graduate/Post-Graduate degree, preferably in HRM.
- PGDHRM will get preference.

Experience

- At least three 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 meet deadlines.
- Ability to work in a Team.
- Understanding of Gender and Child Rights issues
- A high degree of Organisational abilities and multitasking skills.
- Ability to respond to stressful situations with calmness and patience.
- Able to maintain strict confidentiality and a 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 **04 February 2023**
- 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 the disqualification of candidature.

ActionAid Bangladesh has a non-negotiable ZERO TOLERANCE policy 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 applying for positions at ActionAid Bangladesh. Any solicitation of fund/money from job applicants should be considered fraudulent.

ActionAid Bangladesh strongly believes in and promotes safe recruitment. For any kind of suspicious communications and/or conduct, please report it to aab.mail@actionaid.org