

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:

## **Manager – Human Resources and Organisation Development**

Location of posting : Dhaka  
Department : Human Resource and Organisation Development  
Types of contract : Full Time and Regular  
Number of position : 1 (one)  
Salary and benefits : Competitive Salary package will be offered to the deserving candidate with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, etc., as per HROD Policy.

### **Job Summary**

The purpose of the position is to provide operational leadership of the human resources and organisational development processes and promote organisation's vision, mission and goals with the aim of ensuring effective, harmonious, and interdependent priorities, functions, and programmes within the organisation. This will extend to external interactions with key stakeholders, partners, and consultants. The position holder will ensure sustained organisational effectiveness by developing and implementing structures and systems in response to changing organisational contexts, strategies, and priorities. S/He will report to the Head of HROD, Admin and ICT and support to implement the annual work plan and facilitate the change management process.

### **Key responsibilities include (not limited to)**

#### ***Organisational Development (% of Time Allocation: 15%)***

Organisational development is a process that helps organisation build its capacity to change and achieve greater effectiveness by developing, improving, and reinforcing strategies, structures, and processes. organisational development applies to changes in strategy, structure, and/or process focuses on human resources. The incumbent will identify the gaps in the strategies, structures, and processes and guide the senior leadership team to do the action plan to enforce the changes. Manager – HROD will actively support the teams to develop their team's KPI and also induct the staff to develop their individual KPI in line with the broader goal/organisation strategy.

#### ***Staff Capacity Development (% of Time Allocation: 15%)***

Capacity building is a systematic process to improve staff knowledge, skills, understanding, values, attitude, motivation, and capability necessary to perform well at work. Usually, the positive impact of capacity building affects organisational performance and competitiveness. This position will lead in developing a comprehensive capacity-building strategy, assessing staff training needs, and especially supporting on-job coaching and mentoring for effective staff capacity development.

S/He will prepare/develop training packages (training outline, module, materials & gamification of the learning), organise training and workshops engaging internal and external resources as per need, monitor and

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evaluate the training programme's effectiveness, and prepare half-yearly/yearly staff capacity building report. In addition, S/He will be accountable for maintaining proper documentation of training/ capacity-building materials, best practices, challenges and learning for future programme development & will develop, lead and facilitate training based on learning gaps and career development. Developing a digital platform in collaboration with ICT unit of AAB for knowledge management and online course/training is one of the key functions of the job holder.

***Talent Management (% of Time Allocation: 15%)***

Talent management manages and coordinates organisation-wide efforts to ensure that performance management (PM) and quality improvement (QI) programmes are developed and managed using a data-driven focus that sets priorities for improvements aligned to ongoing strategic imperatives. As a key person, h/she will primarily focus on enhancing core talent programmes such as talent reviews, career rotations, people investment planning, promotions, organisational design, and building automated tools that leaders can use to more objectively evaluate the scope, scale, and complexity of key leadership roles. The incumbent of this position will facilitate and conduct the full life cycle of recruitment with the HR Operations Team in sourcing the best talent as well as maintain effective programmes for retention, promotion and succession planning. S/He will collaborate with managers to understand skills and competencies required for openings and will implement and strengthen staff onboarding protocols.

***Performance Management (% of Time Allocation: 15%)***

Effective performance management systems typically include the following three broad elements: goal setting, performance review and a performance improvement process. The incumbent will be responsible for updating the Performance Management System as a part of continuous improvement and promoting a performance-based culture across functions and programmes. S/He will be accountable for designing and updating AAB's competency framework in coordination with the various functions and programmes in line with AAB's strategic direction and functional objectives. S/He will develop and update the annual appraisal process and guidelines and manage the appraisal process across the organisation. Handle the performance management cycle from start to end and monitor timely and accurate completion of the appraisals, contribute to the development and integration of competency models within the Performance Management System. SS/He will contribute to upgrade the Performance Management System in ERP in collaboration with ICT unit. S/He will work with the Manager- ICT to ensure the development, enhancement or acquisition of the ICT tools needed to support the overall performance management activities.

***Partners Capacity Development Support (% of Time Allocation: 10%)***

Engaging in the capacity development programme for the staff working under LRPs will be another primary focus of this position. S/He will identify quality and cost-effective training strategies for group training of partner staff and will ensure that training programmes are designed effectively. Develop training modules, course curriculum in accordance with the training plan, Facilitate training/sessions, monitor and evaluate courses and disseminate findings and follow up in a professional way, using both internal and external resources.

***Staff Engagement (% of Time Allocation: 10%)***

As a key person for staff engagement, the incumbent of this position will have responsibility for developing strategies to improve staff engagement and may manage programmes designed to foster it, such as employee recognition programmes, wellness programmes and other activities aimed at creating a positive workplace environment. S/He will facilitate the annual staff engagement survey and prepare a comprehensive report and the draft work plan to address the critical issues and share strategic direction and actions with the Senior

Leadership Team. S/He will identify, and address issues and solutions related to employee engagement, create a comprehensive and sustainable employee engagement strategy, enhance the culture of staff engagement in the organisations and proactively focus interventions, all-staff meetings, small group meetings or programmes. The incumbent will bring innovative ideas for staff engagement which will help to create an enabling and conducive working environment.

***Plan, design, and lead Staff Induction Programme (% of Time Allocation: 5%)***

Manager – Human Resources and Organisation Development will be responsible for electronic and paper-based induction training records. S/He will design/review staff induction packages, schedule and organise first-day orientation sessions, share induction presentations, and relevant documents with new staff members. S/He will ensure new staff members develop their work plan / KPI for their probation period and update their Job Description according to the work plan. S/He will design and implement a detailed induction programme throughout the probation period and organise formal induction sessions to engage different departments and priorities.

***Qualitative and Quantitative Reporting (% of Time Allocation: 10%)***

As a Manager- HROD, the incumbent will take the overall responsibility to develop qualitative and quantitative HR reports for effective management decisions. Support to the Head of HROD, Admin & ICT for preparing quarterly reports for relevant stakeholders, including the ActionAid International Bangladesh Society (AAIIBS) Board and Board Committees. S/He will ensure regular HR reporting and data maintenance for regional needs, develop and embed the evaluation of OD and learning activities, and ensure the delivery of high-quality and timely management information to demonstrate progress against the organisational development plan. Work closely with the HROD team to collect information and prepare stories for Annual Reports and Quarterly Newsletters.

***Support to HR Operation Team (% of Time Allocation: 5%)***

The incumbent will support the HR Operations team as and when required to develop talent management processes and adapt and execute HR operational strategy to help achieve key organisational objectives. For example, in the case of Massive on-boarding of new hires, S/He may support the recruitment process as a recruiter.

**Relationships**

S/he will report to Head of HROD, Admin and ICT of ActionAid International Bangladesh. S/He has to maintain functional relationships with peers in the team, other strategic and organisational priority units and the project management team. S/He will maintain relationships with peer organisation specially with HR peer groups and networks.

**Educational Qualification and Experience**

- Master’s degree from any recognised and reputed universities in Bangladesh or abroad, preferably with a major in HR and professional qualification/training in HR.
- At least 6 years progressive full-time employment in a similar position sector with at least 2 years in an HR supervisory/management position.
- Experience in developing and implementing HR policies, procedures, and systems.
- The candidate needs to have strong knowledge of Bangladesh labor law and NGO/INGO best practices in human resource management.

## Required Competencies

### Essential Skills:

- Planning & Organising
- Relationship Building
- Excellent English Language (both written and spoken)
- Facilitation skill
- Problem Solving and Decision making
- Negotiation Skills

### Essential Character

- Leadership Skills
- Strategic Thinking
- Analytical Thinking
- Results Orientation
- Keen to take new initiatives

### Computer Proficiency

- Ms Packages

## Application instructions

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

- Last date of application is **Saturday, 12 February 2022.**
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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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.

**N.B:** 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.