

TERMS OF REFERENCE (ToR) HR CONSULTANT (MATERNITY COVER)

BACKGROUND:

Trafficking in Persons (TIP) is a global problem that is multidimensional and multisectoral and thus is a complex issue that requires multi-disciplinary solutions with many stakeholders. Nepal is a source, transit, and destination country for sex, labor, and organ trafficking. The 2018 “Walk Free Foundations Global Slavery Index” revealed that two-third out of 40.3 million people around the world who have been living under the modern slavery are in Asia and the Pacific. Out of them 70 percent are women and girls. According to that data 6 percent of total population of Nepal are compelled to live under modern slavery (Walk Free Foundations Global Slavery Index can be accessed [here](#)). The Hamro Samman project is a five-year program generously supported by the American people through the United States Agency for International Development (USAID) and the British people through the United Kingdom’s UK Aid and implemented by Winrock International. It seeks to build the capacity of and facilitate coordination among the Government of Nepal (GON), civil society, and private sector to combat human trafficking in Nepal.

OVERVIEW:

Hamro Samman Project is seeking qualified HR consultant (Maternity Cover) to support human resource department by providing high quality administrative and management, ensuring teams are provided with key information on HR processes and procedures, assisting in hiring process, responding to routine queries on recruitment procedures, personnel records and file management, performance management, timely and effective record keeping of all HR activities and documentation.

TASKS AND OUTPUT:

The Consultant will undertake the following duties and responsibilities:

- Systematic and quality HR Administrative support
- Effective and systematic filing of all HR documents
- Update staff contacts details
- Process requests for staff ID cards.
- Process staff insurance claims and reimbursements and keep the tracks.
- Maintain attendance and leave records.
- Ensure availability of orientation kit/packages before new staff starts to work.
- Assist in compiling orientation package and individual feedbacks.
- Collect CVs received voluntarily and maintain its record.
- Coordinate with line managers and arrange internal and external interviews.
- Responding to routine queries related to Human resources department.
- Avail all HR templates and orient its use to teams, in guidance of HR&ODM.
- Timely liaise with vendors on publishing and process for vacancy advertisement.
- Assist in consultants’ hiring procedures.
- Assist in Performance management records and learning activities.
- Assist in Team building and employee engagement activities.

TIMING, DURATION AND LOCATION:

The consultant should be able to start from last week of April 2022. This will be estimated 4.5 months contract on level of effort (LoE) i.e., per day basis. The work will be based on Kathmandu office.

QUALIFICATIONS:

Education: Bachelor’s degree in management, human resources management or related fields

Technical: Minimum 3 years of professional experience in Human Resources and administrative, preferably in development sector

Experience/Skills/Knowledge:

- At least 3 years of relevant experience in human resources, administrative management for development projects and/or I/NGOs.
- Experience on facilitating diverse culture team.
- Experience handling general employee relation with effective people management approaches.
- Good knowledge on HR administration, recruiting and Training and Development.
- Good communication skills in English and Nepali, oral and written and capability to relate and interact with multicultural teams.
- General knowledge of the principles and practices of personnel administration.
- Good interpersonal abilities.
- Ability to get along with diverse personalities, tactful, flexible.
- Good reasoning abilities, sound judgment.
- Resourceful and well organized.
- Results and people oriented

To Apply: Interested Nepalese nationals can submit the following documents to HamroSammanRecruitment@winrock.org with the subject "Application for HR consultant (Maternity Cover)" in the subject line. Application closes on 31 March 2022.

- A cover letter and resume/CV outlining relevant experience and work references.
- Gross NPR daily fee
- PAN registration required.

All employees and consultants must adhere to USAID, UK Aid, and Winrock International's code of ethics, and specifically child safeguarding and trafficking in person provisions covered in the project agreement.

EEOE/AA.