

## **TERMS OF REFERENCE**

Position: HR Manager  
Department/Division: Human Resource  
Reports To: Executive Director

### **POSITION SUMMARY:**

She/he is key responsible for planning, implementing, and evaluating human resources policies, programs, and practices and is also responsible for performing all the HR functions like recruitment, selection, performance management, employee relations etc. effectively

### **KEY DUTIES & RESPONSIBILITIES:**

<b>SN.</b>	<b>Key Responsibilities</b>	<b>Description</b>
1	Policies and Procedures(PAP)	<ul style="list-style-type: none"><li>• To interact proactively with top level management to discuss and assist them in preparing and implementing the HR policies.</li><li>• To prepare Standard operating procedure (SOP) for different HR functions.</li></ul>
2	Recruitment and Selection	To execute the entire recruitment cycle that includes sourcing, screening, selection, appointment etc.
3	Contract/ Agreement Management	To prepare and ensure that the employee contracts are provided to all the employees and are signed by them. Also, monitoring the end of the probation and contract periods.
4	Terms of Reference(TOR)	To prepare the TOR for each and every positions in an organization and changing and updating them whenever required.
5	On boarding and induction	To perform the complete onboarding process and providing orientation to new employees about the company, rules, policies, etc.
6	Employee Database(HRIS and Personal file )	To maintain and update employee database in HRM system and personal file.
7	Payroll	To provide the information regarding payroll to the finance department by preparing and summarizing the attendance report.
8	Compensation and Benefits	To work on the different aspects of compensation and benefits like salary, PF, CIT, Insurance(medical and Accidental)
9	Performance Management	To develop and execute entire performance management process in coordination with line managers and Top management.
10	Training and Development	<ul style="list-style-type: none"><li>• To analyze the training needs of all the departments/ employees</li><li>• To coordinate with the trainers to provide trainings</li><li>• To prepare the training report</li></ul>
11	Employee Engagement	To conduct different activities like picnic, festival celebration, birthday celebration, team building activities to engage, motivate and refresh employees
12	Full and Final Process	<ul style="list-style-type: none"><li>• To conduct exit interviews</li><li>• To perform the clearance process(duties and responsibilities handover, leave settlement, payable days report, PF and CIT withdrawal process, relieving and experience letter etc.</li><li>• To organize farewell</li></ul>

13	Reporting	<p>To prepare and present the report to concerned person (As &amp; when required/demanded to produce). Reports like:</p> <ul style="list-style-type: none"> <li>• Weekly work done report(You need to send this report to your immediate supervisor and mark cc to reports@lbf.edu.np)</li> <li>• Leave reports</li> <li>• Attendance report</li> <li>• Others as required by supervisor</li> </ul>
14	Others	Other duties assigned by supervisor

### **Skills Required for the Job**

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Decision making skills</li> <li>• Problem solving skills</li> <li>• Knowledge of labor law</li> <li>• Organizational skills</li> </ul>
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