

TERMS OF REFERENCE

Position: HR Officer
Department/Division: Human Resource
Reports To: HR Manager/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:

SN.	Key Responsibilities	Description
1	Recruitment and Selection	To assist HR Manager in the entire recruitment cycle that includes sourcing, screening, selection, appointment etc.
2	Employee Database(HRIS and Personal file)	To maintain and update employee database in HRM system and personal file.
3	Compensation and Benefits	To assist HR manager work on the different aspects of compensation and benefits like salary, PF, CIT, Insurance(medical and Accidental)
4	Payroll	To provide the information regarding payroll to the finance department by preparing and summarizing the attendance report.
5	Performance Management	To develop and execute entire performance management process in coordination with line managers and Top management.
6	Training and Development	<ul style="list-style-type: none">• To analyze the training needs of all the departments/ employees• To coordinate with the trainers to provide trainings• To prepare the training report
7	Employee Engagement	To conduct different activities like picnic, festival celebration, birthday celebration, team building activities to engage, motivate and refresh employees
8	Full and Final Process	<ul style="list-style-type: none">• To conduct exit interviews• To perform the clearance process(duties and responsibilities handover, leave settlement, payable days report, PF and CIT withdrawal process, relieving and experience letter etc.• To organize farewell
9	Reporting	To prepare and present the report to concerned person (As & when required/demanded to produce). Reports like: <ul style="list-style-type: none">• Weekly work done report(You need to send this report to your immediate supervisor and mark cc to reports@lbef.edu.np)• Leave reports• Attendance report• Others as required by supervisor
10	Others	Other duties assigned by supervisor

Skills Required for the Job

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