

GWT(N) JOB DESCRIPTION



Grade/Job Title	Human Resources Manager	Dept: HR Dept, HQ GWT(N)
Present Incumbent		Unit: GWT(N)
<p>1. <u>Duties (Key Responsibilities).</u> The HR Manager is responsible for managing HR functions to help the organisation build a coherent team of teams to make sure that the staff morale and spirit are high. General tasks are:</p> <ol style="list-style-type: none"> 1.1. Lead a HR team and ensure they are performing their job efficiently. 1.2. Manage payroll to include unused leave and sick pays. 1.3. Manage leaves, absences, extension/end of contracts and postings. 1.4. Coordinate annual appraisal process. 1.5. Manage recruitment process for new staff and associates/consultants. 1.6. Oversee office administrators to ensure payroll and HR records are organised. 1.7. Induction of new staff members. 1.8. Settlement of dues to exiting employees. 1.9. Ensure the HR policies and procedures are up to date and in line with current legislation and best practice. 1.10. Review staff handbooks and keep them updated. 		
<p>2. <u>Essential Competencies/Special Requirements:</u> The HR Manager is responsible for the day-to-day management of HR Dept. To achieve this s/he:</p> <ol style="list-style-type: none"> 2.1. Must have a strong leadership character. 2.2. Must have excellent communication skills. 2.3. Must have proven management skills to manage a team 2.4. Should be fluent in written and spoken English. 2.5. Must have excellent IT skills and experience. 2.6. Should have previous experience in HR management. 2.7. Should be familiar with the prevailing law and Nepal Labour Act. 2.8. Should be able to manage people from various ethnic, religious and gender backgrounds. 2.9. Must be able to negotiate, deliver and achieve trust of others. 2.10. Should have experience in written Nepali and Nepali typing skill 2.11. Must have all qualities and inspiration to abide by the GWT(N) Khyder. 2.12. Must be personable, thorough and team oriented. 		
<p>3. <u>Terms and Conditions of Service:</u></p> <ol style="list-style-type: none"> 3.1. Contract. Three months probation period initially. Then confirmed to 3 years contract, which may be extended on the basis of need and performance. 3.2. Pay. AAWO grade. 3.3. Annual Leave. 25 working days plus 13 days public holidays. 3.4. Provident Fund. As per the SSF Regulations. 3.5. Medical. Maximum of 6 Lakhs Nepalese rupees per FY for self, spouse and children under 18. 		
<p>4. <u>Pre-Appointment Training/Briefing:</u></p> <ol style="list-style-type: none"> 4.1. An extensive selection process board including written/practical tests and interview. 4.2. To understudy with the incumbent post holder to understand the unique GWT(N) employment system. 		
<p>5. <u>Continuation Training:</u></p> <ol style="list-style-type: none"> 5.1. Attend mandatory trainings – as required by the GWT(N) training manual. 5.2. Attend various seminars on HR management, both national and internationally where possible. 		
<p>6. <u>Officers Responsible as:</u></p>		

Training Liaison Officer:	Support Manager
1 st Reporting Officer:	Support Manager
2 nd Reporting Officer:	Dep Fd Dir
Line Manager (if different to above)	N/A

..... Approved by Sp Mgr Date Post Holder's Signature Date
..... Approved by Fd Dir GWT(N) Date Date