

## **TOR Human Resource Officer:**

Under the guidance of the direct supervisor the HR officer shall provide the following human resource services:

### **Recruitment of staff:**

- a) Conduct recruitment processes as per guidelines prescribed under Chapter III of this manual.
- b) Ensure the ToR is prepared and the position defined before the announcement of the vacancy.
- c) Prepare a contract for the appointment of new staff as per guidelines outlined under article 3.5, chapter III, and issue office order with salary scale. Share a copy of the appointment order with Finance and the incumbent.

### **HR information:**

- a) Maintain personal files for all staff of the foundation. Personal information of staff such as appointment order, promotion, pay increase, and leave shall be securely filed for future reference.
- b) Maintain staffing table with levels outlined in chapter II of this manual and job descriptions of all staff.
- c) Track all transactions related to positions, recruitment, salary advance, deductions, retroactivities, recoveries, adjustments, and separations of staff.

### **Absence management:**

- a) Manage staff leave as per leave rules outlined under chapter VI of this manual
- b) Ensure compliance with leave rules and maintain a proper record of different types of leaves availed by staff.
- c) Except for casual leave, depending on different types of leave ensure approval by the relevant authority and issue office order and share with concerned staff, Finance Officer, and file a copy in the personal file of the concerned staff.
- d) Share a copy of daily staff attendance with the Finance Officer before processing payroll at the end of the month.
- e) When accrued leave of staff is exhausted, leave availed by staff shall be monetized and deducted from salary.
- f) Update staff leave on half yearly basis and share with concerned staff.

**Performance management:**

- a) At the start of the year, follow up with supervisors to set key targets/deliverables for their respective supervisees. The key deliverables shall be guided by the overall objectives of the foundation and the project outputs.
- b) Year-end performance assessment shall be carried out by the supervisors based on the key deliverables established beginning of the year in consultation with staff.
- c) Contract extension or promotion shall be based on the performance assessment of the supervisor and guided by the promotion rules outlined in chapter V of this manual.