



Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	HR Officer
Number of Vacancies	1
Working Place	Noakhali, Hatiya (Bhasanchar) with frequent field visits to Ukhiya.
Department Name	Human Resources Management & Organizational Development (HRM & OD)
Programme Name	Humanitarian Crisis Response
Nature of Role, Nationality	Core Staff, Bangladeshi National.
Reporting Line Management	Direct: Deputy Manager & Lead-HRM & OD Doted: Programme Manager-Humanitarian Crisis Response (HCR)
Key Contacts	HCR Team
Employment Status	Full time
Contract Duration	Initially for six months, upon review & Satisfaction, it will be extended.
Monthly Salary	Negotiable with a 10% hardship allowance upon monthly salary.
Benefits & Allowances	Mobile bill, Tour allowance/Per-diem, Provident fund, Weekly 2 holidays, Insurance coverage (IPD, OPD, Life, DB, CIB), Festival Bonus, Long Service Awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity, and R&R) and Gratuity, etc. Accommodation will be provided by Islamic Relief Bangladesh (only applicable for Bhasanchar)
Job Context	The Human Resource Officer provides vital support in all HR functions, including but not limited to talent acquisition and onboarding, cross-department coordination, personnel file management, training, and development, staff benefits coordination, staff engagement, administration of the human resource information system, and assisting in the human resource admin activities on a day-to-day basis. The person in this role is an efficient and effective Human Resource professional with strong interpersonal skills, a keen eye for attention to detail, and the ability to create and maintain effective processes and systems to meet the departments and organization's objectives.

Organization History:

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world's most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, without expecting anything in return. It is a signatory to the International Red Cross and Red Crescent Movement Code of Conduct.

IRW has a presence in 45 countries across the globe. Some organization funds come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNDP, and ECHO. Islamic Relief (IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild in the wake of that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct; and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.



Duties & Responsibilities:

Objective	Activities	Weightage
<p>Recruitment & Onboarding</p>	<ul style="list-style-type: none"> • Work collaboratively with the central HRM & OD to identify current and future staffing needs for all the different functions/departments within HCR • Maintain a recruitment database and develop a strong talent pool to meet the organization's needs. • Support recruitment activities (job adverts, shortlisting, interviews, recruitment, contracts, and personnel files), including but not limited to sourcing applicants through multiple outreach strategies, developing job descriptions and interview questions; shortlisting the most suitable candidates; planning and scheduling screening calls, assessments, and interviews. • Develop and implement end-to-end candidate hiring processes to ensure a positive experience. • Assess candidates' information, including CVs, portfolios, references, and required background checks. • Prepare all relevant documents, forms, and contracts and ensure timely collection of information and coordination with relevant departments through the recruitment and onboarding process. • Facilitate the timely enrollment of new staff into the medical benefits plan • Provide orientation for new employees by providing information packets, reviewing company policies, explaining benefit programs, and obtaining signatures for documents. • Support the maintenance of all talent acquisition and management processes and data and write recruitment reports as required. 	<p>20%</p>
<p>Employee Relations & Wellbeing</p>	<ul style="list-style-type: none"> • Serve as a point of contact for employees to address workplace-related concerns and grievances, and share with DM & Lead-HRM & OD • Under the direction of the DM & Lead-HRM & OD, mediate conflicts and guide employee relations matters, ensuring fair and consistent resolution, as needed • Under the direction of the DM & Lead-HRM & OD, promote a positive work environment and company culture by implementing employee engagement & wellbeing initiatives. • Serve as the first point of contact for employees for HR information, policy guidelines, and issue resolution • Support the development of strong communication and feedback channels with all staff and through various mechanisms to support employee engagement • Support staff exit and separation processes and maintain relevant records • Participate in departmental and cross-departmental meetings and prepare monthly HR Administrative reports • Support the organization of staff training with internal or external providers • Support the DM & L-HRM OD in ensuring timely and effective internal communications and support staff engagement & wellbeing activities • Support implementation of and compliance with HR policies • Work with the Line Direct Manager and HR team in the performance reviews process 	<p>40%</p>
<p>Performance Management</p>	<ul style="list-style-type: none"> • Work with the Central HRM & OD to support the establishment of staff performance goals and objectives aligned with organizational targets. 	<p>10%</p>

	<ul style="list-style-type: none"> Facilitate performance evaluation process between the supervisor and supervisee Support the implementation of performance improvement plans when necessary and track progress. 	
Staff Development & Learning	<ul style="list-style-type: none"> Support the Central HRM & OD to identify and assess employee training and development needs Support the Central HRM & OD to provide training for individuals or groups of employees Supervise and monitor progress made via training programs or schemes Support Central HRM & OD in evaluating staff learning and development programs and the implementation of an annual corporate training plan Participate in developing a comprehensive learning and development manual and charter. Prepare reports on training activities and effectiveness. Perform other duties as assigned by the supervisor. 	10%
HR Achieving	<ul style="list-style-type: none"> Maintain Existing Staff/Consultant/Trainer Related all documents for Personal Confidential Files (PCF). Collect & Maintain Performance appraisals from every level of staff & replace them accordant to the PCF Collect & maintain all the documents (Attendance Sheet/Long-Shor Listed Matrix/Interview/Written Test/RC/HQS etc.) concerning the Staff/Consultant/Trainer recruitment & selection process. Collect, Process & maintain Staff medical prerequisite-related documents (if not related to insurance). Maintain all the separated Staff/Consultant/Trainer Related documents for Personal Confidential File (PCF). Do Scan & Photocopy for all HR require Documents & Archive accordingly Collect various HR-related documents from all field offices & process & maintain them accordingly. Maintain attendance Sheet for Existing & Separated Staff/Consultant/Trainer. Maintain All Recruitment & Selection process documents which are already archived. Any other documentation if required. 	10%
Others	<ul style="list-style-type: none"> Participate & involved with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the program's goals on safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on safeguarding. for establishing a safe working environment Being a member of Islamic Relief as a child-friendly organization, it is the core responsibility and obligation of each staff member to understand and obey IR Child Protection & PSEA Policy and respond accordingly as and when required Perform any other duties assigned by the Direct Line Manager 	10%



PERSON SPECIFICATION

Essential:

Academic:

Master's Degree in Human Resources Management or any related discipline.

Expertise:

- Minimum of five years of experience working in HR functions for an international/National Development Agency.
- Strong knowledge and experience of HR management processes and systems
- Ability to analyze and interpret numerical data and HR processes.
- Experience with full-cycle recruiting, using various interview techniques and evaluation methods, and knowledge of Applicant Tracking Systems.
- Proficiency in documenting HR processes and keeping up with trends and best practices
- Demonstrable skills in digital media outreach for recruitment and utilizing HR databases
- Ability to maintain discretion and confidentiality of HR information
- Excellent HR file management skills
- Well-organized and process-oriented and with strong attention to detail.
- Strong written and spoken communication skills both in Bengali & English.
- Strong interpersonal skills and ability to perform with limited supervision
- Excellent computer skills, including HRIS, MS Office, and Google Suite.
- Strong training and facilitation skills
- Good knowledge of country labor law

DESIRABLE

Expertise:

- Experience in collaborating and coordinating on HR issues with donors.
- Experience developing and implementing effective accountability mechanisms that enable the program to receive, respond to and act upon feedback and complaints from the program's participants, partners, and other stakeholders.
- Experience working in Cox's Bazar and/or Chittagong Hill Districts
- Proficiency in other local languages will add value

Attitudes:

- Ability to work independently or as a member of the team, ability to thrive in a matrix organization,
- Ability to be detail-oriented and manage stress effectively in a fast-paced environment.
- Ability to maintain confidentiality on work-related matters.
- Non-discriminatory and gender-sensitive
- Willing to work in remote, rural locations

Apply Instruction:

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please apply through BDJOBS on or before the closing date. Only shortlisted candidates will be contacted for further selection.

EQUAL OPPORTUNITIES:

Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal opportunity employer. We encourage applications from all suitable candidates **regardless of race, family/ marital status, ethnicity, disability, class, caste, or religion.**