



Vacancy Title	HR Officer (only Female)		
Number of Vacancy	1		
Project/ Programme Name	HR		
Working Place	District Name	Name of City/PS/Upazilla	Name of Area/Union/Ward
	Dhaka	Dhaka	Baridhara

Main Job Responsibilities:

Objective	Activities	Working & Time Ratio (%)
General HR-Part-1 (Pre-Employment Process).	<ul style="list-style-type: none"> Collect and process the Job requisition from the Recruitment Partner. Provide Job advertisements in the assigned job portal. Collected the CV & sorting based on the provided criteria by the DM-HRM & OD Make an approval and score sheet & facilitate the signing process Make Phone Calls/SMS/emails etc. to all candidates for appearing in the selection process. Attend to all candidates who will appear in the selection process. Arrange required documents, Logistics & other belongings for the Selection Process Session. Prepare a tabulation sheet for participating candidates. Collect Approval for all the required documents from different Senior Staff members in-country office. Conduct the joining process for all new staff & maintain the required documents to PCF on or before being reviewed & checked by HR management. Arrange required documents, Logistics & other belongings for the Induction session. Take the Necessary Information for the official ID card & process it accordingly. Perform any other duties assigned by the line manager on these sections 	30%
Employee Life Cycle Management	<ul style="list-style-type: none"> Do & maintain various types of databases concerning HR assigned by DM-HRM & OD Raise Purchase/material requisition & Process accordingly for HR purchasing & Maintain All HR stationaries/logistics for further use. Submit/share HR payroll document to Finance for further course of action & maintain accordingly. Prepare salary charging letters as a part of the payroll processing. Prepare different types of letters like AoR, EoC, DL, TL, etc. Prepare different types of business cases to justify the process Prepared No other claims (NOC) for the separated staff to process final settlements. Communicate with all separated staff in terms of collecting final payment cheques & archiving them accordingly. Prepared various types of Notes for the record, business justification based on requirements Maintaining HRIS & HAD as an operator. Insurance data collection and sharing of the ID creation information to the external entity (insurance company) for further course of action. Perform any other duties assigned by the line manager on these sections 	35%
HR Achieving & compliances	<ul style="list-style-type: none"> Maintain Existing Staff/Consultant/Trainer Related all documents for Personal Confidential File (PCF). Collect & Maintain Performance appraisals from every level of staff & replace them according 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 all HR required Documents & Archive accordingly 	15%



	<ul style="list-style-type: none"> Collect various HR-related documents from all field offices & process & maintain them accordingly. Maintain attendance Sheet for Existing & Separated Staff/Consultants/Trainers. Maintain All Recruitment & Selection process documents which are already archived. Make sure all the HR documents are achieved because of the current practices & HR compliances. Monitor Peer activities, especially on HR achieving authentically and appropriately. Perform any other duties assigned by the line manager on these sections 	
Facilitate training interventions	<ul style="list-style-type: none"> Facilitates relevant training interventions. Facilitate the transfer of skills and knowledge Accurately assess skills, abilities, and knowledge to determine competence levels. Moderate training interventions and assessments for formal programs. Tests trainees to measure progress and to evaluate the effectiveness of training. Facilitate induction program for new staff as required. Monitor and report on training projects and the enhancement of training initiatives Assist and prepare facilitators and assessors with all online-related activities when developing programs Perform any other duties assigned by the line manager on these sections. 	10%
Performs tasks associated with the administrative and reporting requirements of the function.	<ul style="list-style-type: none"> Actively manages all financial resources, facilities, and assets to ensure maximum benefit, value for money, and manageability of risks. Support the development and submission of an annual Workplace Skills Plan and Training report Compile and update statistical information concerning training completed, attendance levels, and targets achieved. Prepare reports on the activities of the training interventions and projects outlining objectives and accomplishment of outcomes. Update training materials, in line with changes to the legislation, processes, and agreements. Coordinate the consultant hiring process. Perform any other duties assigned by the line manager on these sections 	15%
Others	<ul style="list-style-type: none"> Contribute to other project activities and any other tasks as required by program management; Willing and able to travel frequently for extended periods and to remote areas of the projects. Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery, or money Laundering to achieve the program's goals of safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on the safeguarding of harm, abuse, neglect, harassment, and exploitation, Fraud, Bribery & Money Laundering for establishing a safe working environment Participate in seasonal (Ramadan & Qurbani) & emergency response programs if required. 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 the IR Child Protection & PSEA Policy and respond accordingly as and when required. 	5%
	Total	100%

Person Specification:

Academic Qualification:		
Degree Name	Subject	
Masters	HRM, Public Administration, Psychology, or Management	
Sectoral Experiences	Minimum Years	05



	Sector	Experience in working with: Human Resources Management & functions
Competency Framework (Skill)		
Competency Name	Essential	Desirable
General:		
Project Implementation Skill.	√	
Social Mobilization Skill	√	
Facilitation Skill	√	
Coordination/Advocacy/Networking/Communication Skill	√	
Reporting & Documentation	√	
Monitoring & Evaluation Skill	√	
Basic Photographic Skill		√
Financial management	√	
Decision making	√	
Conflict resolution	√	
Leadership	√	
Self-development	√	
Problem solving	√	
Planning, analytical and organizational skills	√	
Strategic Management	√	
Ability to work under pressure and manage workload effectively	√	
Supportive, effective and good team player	√	
Staff Management		√
Willing to adapt to IRW's norms and values	√	
IT Skill: Working knowledge/Proven Expertise of Microsoft Word/Excel/Power Point/Adobe Photoshop/Illustrator/Basic Internet/Statistical Software/Database Management/ Basic Hardware & Software Installation/Troubleshooting etc.	Proven Expertise in Microsoft Word/Excel/PowerPoint/HRIS Software	
Language: Excellent/Working knowledge-Reading/Writing/Speaking/Listening-English/Bengali	English, & Bangla	
Physical: No serious illness	√	
Only Female	√	

APPLY INSTRUCTION:

If you feel that your qualifications, exposure, and experience match our requirements, and you are willing to commit to our values and are sympathetic to our beliefs then you can apply through **BDJobs.com** or please download the Application Form from our official website (islamicrelief.org.bd) and send the filled form to **recruits@islamicrelief-bd.org** on or before the closing date. Please mention only the "Position Name" as the subject of the e-mail. Only shortlisted candidates will be contacted for written tests & interviews.

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 gender, race, family or marital status, ethnicity, disability, class, caste, or religion.**