



Vacancy Announcement

Position Name: Human Resource Officer

Vacancy: 1

Job Context: Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is a non-government, non-political, Bangladeshi organization under its Health & Nutrition program providing lifesaving health & nutrition support to the displaced people arriving from the Rakhine state of Myanmar and the host community people of Cox's Bazar.

As part of its Health & Nutrition interventions in support with Concern Worldwide, SARPV will implement multi-sectoral PRM project titled **"Delivering Health, Nutrition and Livelihood, and Protection services for Rohingya Refugees and vulnerable host communities in Cox's Bazar, Bangladesh"** from November 2020.

Job purpose:

The HR Officer will have overall responsibility for ensuring high quality HR support and guidance to SARPV employees, the HR and Administration Manager and our country management team on a variety of HR issues. Key priorities will include recruitment and onboarding, management of personnel files and promotion of the organization's values and policy commitments amongst all employees.

Liases with:

The HR Officer will work closely with the HR, Logistics and Finance Department in Ukhiya Office and less directly with rest of the Departments.

Main duties & Responsibilities:

- Coordinating with Head Office HR department and other managers to prepare and implement a comprehensive Human Resources recruitment plan to support delivery of organization's strategic plan.
- Facilitating recruitment process i.e. advertisement, applications screening, coordinate interviews and complete selection process according to the organizational recruitment policy in coordination with head office HR department.
- Ensure systematic, professional and complete documentation process is maintained for each recruitment to clearly demonstrate basis for all decisions made.
- Ensuring all successful and unsuccessful candidates are communicated in a professional and timely manner.
- Ensuring personal file for all employees are updated and maintained regularly.
- Ensure all employees and volunteers have an understanding of SARPV Code of Conduct and associated policies.
- Ensuring that new staff receive and sign a contract in a timely manner and all documents relating to new staff joining are forwarded to relevant places.
- Ensuring all kinds of staff transitions are completed and documented in a timely manner.
- Ensuring integrity and confidentiality of all staff data and records.
- Ensuring effective filing system is maintained for all HR documents, providing information to managers and other staff as required
- Ensuring all staff are provided with ID card, RRRC ID card, SIM and replacing ID cards when necessary in a timely manner.

- Monitor contract status, probation periods and end of contract for all employees.
- Ensuring regular HR reports are generated and shared with the relevant people.
- Ensuring all HR forms are regularly updated and easily available and proactively provided to all project staff for use.
- Manage the organizations insurance scheme in a professional and timely manner;
- Orienting staff on policy and procedure relating to medical and other insurance coverage.
- Supporting Head Office HR in areas such as **staff performance management, staff orientation, development and training, compensation and benefits; managing employee relations, conflict resolution, disciplinary** etc.
- Supporting Finance Department by providing staff members bank account related information in timely manner so that the salary disbursement is done smoothly
- Ensure that the organization's values and policy commitments, including accountability, equality and safeguarding, are reflected in assigned responsibilities and contribute to positive internal and external working relationships.
- Ensuring equality of opportunity and absence of discrimination through the promotion of diversity and equality in all HR activities, systems and procedures.
- Be aware of, understand and comply with all of SARPV policies and procedures (finance, logistics, HR, security management etc.)

Employment Status: Contractual, until 31st August 2021 (renewable)

Educational Requirements:

- Master's Degree in HRM. Preferable for professional qualification.

Experience Requirements: At least 3 years progressively responsible work experience in the both areas of HRM and HRD.

Additional Requirements:

- Experience of working for international and development oriented organisations.
- Experience of sourcing and attracting candidates and understanding of competency based recruitment.
- Understanding of current best practices in HRM.
- Have good knowledge on Rohingya refugee programmes
- Demonstrate ability to think and manage strategically, plan and meet deadlines
- Fluency in English, both written and verbal as well as Bangla.
- Proficient knowledge of standard computer software if possible.

Job Location: Ukhiya of Cox's Bazar district.

Salary: Monthly Gross salary 45,000/- Taka

Compensation & Other Benefits:

- 2 days weekly holiday
- 2 Festival bonus
- Gratuity-1 month on gross salary yearly
- 5% PF contribution from organization
- Boishakhi allowance 5% on gross salary

- Local transport, mobile call charge and others allowance will be applicable as per organization's policy.

Apply procedure: If the candidates feel that their qualification, exposure and experience matches with our requirements, and they are willing to commit to our values and are sympathetic to our beliefs then please send your complete and updated CV to career.sarpv@gmail.com on or before the closing date. Please mention only the "**Position Name**" as the subject of the e-mail. Interviews are expected to take place in a shortest time after the application deadline. Only shortlisted candidates will be contacted for the further selection process.

Application deadline: 06th November 2020

Organization information: Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is devoted to work for the most underprivileged and marginalized vulnerable groups of the society for their socioeconomic development to transform them as productive human resource with a dignified lifestyle. People with Disability are the prime focus of our every work. Along with the disability issue SARPV is also intervening in various sensitive issues like poverty eradication, educational support, health service providing, establishing rights, climate change and DRM, skill development to integrate the vulnerable groups in the mainstream of society those who are leading life with uncertainty in the society.