

Position Description

Position Title:	Senior Human Resource Development Officer (SHRDO)
Department:	Human Resources
Location:	Vientiane Municipality
Reports to:	Human Resource and Administration Manager (HRAM)
Employment Status:	Full -Time (Two Years)
Direct/indirect reports:	None
Date revised:	23 July 2018

ORGANIZATIONAL CONTEXT

ChildFund Laos is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Laos in 2010, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented in Xieng Khouang and Huaphanh Provinces, some of the country’s poorest regions with significantly high unexploded ordnance contamination, as well as the Vientiane Municipality.

With a focus on upholding child rights and improving access to quality education, ChildFund Laos also prioritises projects which focus on child nutrition, maternal and child health, and youth empowerment, through media literacy and job readiness projects.

JOB PURPOSE AND REPORTING STRUCTURE

The SHRDO reports to the Human Resource and Administration Manager (HRAM).

The SHRDO provides human resource and secretarial support to Organisational and Staff development processes.

The SHRDO will work closely with all ChildFund Laos staff as well as the ChildFund Australia Human Resources working group.

The SHRDO manages Human Resource interns.

The SHRDO is the focal point for child protection including overseeing ChildFund Laos child protection code of conduct.

POSITION SUMMARY AND JOB PURPOSE

The Senior Human Resources Development Officer (SHRDO) is responsible for assisting the Human Resource and Administration Manager in leading the HR Department and maintaining efficient human resource management practices across ChildFund Laos' HRM system. This includes recruitment and selection, organisational development, capacity building and staff development, performance appraisal and developing and advising HR policy and procedure implementation within an organisation.

The SHRDO will play a key role in ensuring the effective implementation of HR strategies, policies and processes and the specific HR strategies required to build capability and staff development approach.

KEY AREAS OF RESPONSIBILITIES

Capacity building and Staff Development

- Analyse and identify training needs in conjunction with line managers through job analysis, performance appraisal schemes and regular consultation with line managers;
- Prepare a training record and post-training assessment to follow up on how staff apply trainings in their jobs;
- Develop a Capacity Development Plan based on both the organization's and the individual's needs based on Performance Development Forms;
- Search for training resources based on the approved capacity development plan;
- Help line managers and trainers solve specific training problems, either on a one-to-one basis or in groups;
- Evaluate training and capacity development plan, and revise plan as necessary, in order to adapt to the changes that occur in the work environment;
- Encourage staff to utilise e-learning techniques.
- Monitor the application of the training and support line managers in all relevant offices to document and report on the learning results of staff members;
Conduct regular trainings among staff members to strengthen organisational learning.

Recruitment and Selection

- Coordinate on conducting the recruitment process through internal and external postings, maintaining a database for applicants, advertising, and directly searching, as well as by participating in the interview process;

- Coordinate with other departments on final interview arrangements, employment offer letters, and contracts for new hires;
- Support the development of interview guides and ensure that all interview guides are up to date and accessible;
- Provide and coordinate induction for new staff and provide on-going guidance and orientation to all staff on human resource and personnel policies and procedures;
- Provide information on procedural matters related to financial and non-financial benefits for new hires based on HR policy and local laws.

Performance appraisal

- Conduct orientations or training on Performance Development Forms to all staff;
- Coordinate the annual performance review by communicating with relevant people and collecting and compiling reports;
- Consolidate staff learning objectives and develop a training plan;
- Coordinate with line managers for probation assessments and position confirmations.

Policies and Compliances

- Participate in the development of ChildFund Laos's human resource related policies and strategies in co-operation with other Support Team members;
- Contribute actively to the development and promotion of ChildFund Laos's values, culture, and learning approach;
- Conduct or organize trainings or other capacity building activities where appropriate with staff, partners, local volunteers and other groups relevant to relevant policies and procedures;
- Support the implementation and compliance of relevant organisational policies.

Personnel Administration and Filing

- Maintain and update personnel files of employees, including staff employment contracts, staff lists, and leave records;
- Work directly with the Insurance Company to do all procedures related to staff insurance, and ensure reimbursement from the Company to ChildFund Laos is on time;
- Liaise with the Finance team for staff employment contracts and other personnel issues as authorized by the Human Resource and Admin Manager;
- Perform other duties as advised by line manager.

Networking and Representation

- Participate in external workshops, INGO working groups, and other meetings relevant to the personnel;
- Establish appropriate information-sharing relationships with staff in similar positions within other INGOs, government agencies and academic institutions in Laos and internationally;
- Participate in coordination meetings as assigned by the HRAM;

- Understand and perform in an exemplary manner all relevant ChildFund policies and procedures;
- Maintain appropriate relationships on behalf of ChildFund Laos with government and other INGOs in Lao PDR;
- Maintain appropriate relationships within ChildFund country offices.

Reporting

- Provide timely and accurate monthly, quarterly, and annual human resource reports to the HRAM;
- Support in producing timely and accurate monthly human resource minutes as required;
- Support in producing any other relevant reports that may be required by the government.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies:

- Commitment to ChildFund Australia’s values, vision, and mission;
- Team work;
- Communication;
- Accountability and integrity; and
- Adaptability and flexibility.

Functional/Technical Competencies

- Strong skills in the development of Human Resource policies and guidelines;
- Strong Human Resource management skills;
- Strong skills in communications and report writing;
- Ability to develop and deliver trainings to staff and partners;
- Manage multiple activities.

Required Qualifications, Experience and Personal Qualities

Essential

- Relevant university degree in human resource management, business management, administration or other related fields;
- Minimum of 5 years of experience in human resources management with an international NGO;
- Fluency in written and spoken English and Lao;
- Broad understanding of international and Lao PDR human resource management standards;
- Good computer and typing skills (including Word, Excel, and PowerPoint);
- Strong teamwork, interpersonal skills, and coordination skills, with an ability to relate to people from a range of backgrounds in an appropriate and effective manner;
- Mature, dynamic, hard-working, well-organized and able to manage multiple priorities;
- Flexible and willing to support the overall goals of ChildFund Australia in the Lao PDR;

- Willing and able to undertake regular work-related travel;
- Strong analytical and problem-solving skills;
- Experience producing high quality reports;
- Ability to work in a multi-cultural environment;
- Demonstrates supervision skills, excellent communication skills, and problem-solving skills;
- Able to maintain confidentiality within the role.

Desirable

- Knowledge of Lao laws.
- Demonstrated understanding of Human Resource-based approaches to development in Laos.

Working Conditions

This is a Vientiane-based, full-time position. Standard office hours run from 0800 – 1630, however, some work outside these hours may be required. Travel to the project offices in Nonghet District and Khoun District in Xieng Khoung Province and Huameaung and Xamneua District in Huaphanh Province will be required, as well as international travel within the region and beyond.

The successful candidate will be offered a standard two-year contract and the post-holder's salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale.

ChildFund Laos can offer an excellent package to the right candidate with excellent opportunities for professional development and a strong benefits package including employee health insurance. The salary range for this post is be set according to ChildFund Laos' salary scale based on experience and qualifications. ChildFund Laos is an equal opportunities employer.

APPLICATION INFORMATION

Applications can be made by email to hr@childfund.org.la; all other applications will be rejected. In addition, ChildFund will ONLY accept applications that include a CV and a cover letter that address the criteria above.

ChildFund Laos will not return any applications and does not require interested candidates to submit copies of certificates, ID cards or any other information.

ChildFund Laos is an equal opportunities employer and has a strict child protection policy and background checks will be undertaken prior to any offer of employment. All candidates should submit two professional referees including their current or most recent employer.

APPLICATIONS SHOULD ONLY CONTAIN A CURRENT CV AND A COVER LETTER IN ENGLISH ADDRESSING THE CRITERIA OUTLINED FOR THE POST.

Please send all applications to hr@childfund.org.la and must be received by 5:00 pm August 10, 2018

ChildFund is an equal opportunities employer.