

**WWF NEPAL PROGRAM
POSITION DESCRIPTION**

Name :
Position Title : **Human Resources Associate**
Reports to : **Head of Human Resources**

Major Function: Under the direct supervision of the Head of HR, the Human Resources Associate is responsible for assisting in planning, implementing and monitoring a variety of HR duties including recruitment and induction, employee contract administration, performance management, staff benefits management, staff database updates, benefits survey, etc. Also responsible for coordinating all HR Events of WWF Nepal that includes WWF Annual Retreats and WWF Nepal Anniversary.

Major Duties and Responsibilities:

1. Employment Contract Administration, Employee Records and Database Management

Oversees and manages contract administration of all staff. In coordination with the respective supervisors' consults, updates and provides inputs for job descriptions of new or existing staff. Responsible for all contract extension processes, ensures all contracts and documents required have been submitted by the staff. Ensures that all employee contracts are signed by the relevant authority before signing off from the CR. Maintains a record of all staff contracts from the date of hire and maintains all personal files in the Central Filing System (CFS) with confidentiality. Maintains and updates personnel files of staff, interns, and volunteers. Keeps real-time information and data of all human resources of the office as well as organizational structure.

2. Maintenance of Staff Insurance Benefits

Initiates and maintains insurance policies (medical, life and group personal accidents) of all staff members and ensures that it is always updated and keeps staff updated on the same.

In coordination with the Head of HR, ensures timely annual medical check-up of all staff as per policy.

Keeps staff updated on travel insurance and International SOS insurance coverage negotiated by Headquarters (HQ).

3. Recruitment and Induction

Supports the Head of HR in the recruitment process in long listing and shortlisting of candidates. Coordinates interviews and reference calls and documents the process. Maintains a database of all short-listed candidates. Coordinates the induction program for new hires

4. HR Events

In coordination with the Head of HR, manages and coordinates the celebration of major HR events of WWF Nepal and takes the lead in organising including formulating concepts, forming task groups, coordinating logistics etc. for these events. Organises annual staff retreat programs and annual functions including staff and their families like the annual picnics, festival parties, etc. HRA will coordinate

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and organise the WWF Nepal anniversary and establish award categories, organises awards, etc.

5. Assists in Performance Management

Assists the Head of HR in managing the annual performance evaluations and the interim performance assessments in an effective and efficient way.

6. Support to field Offices

Supports Field Offices for any HR related matters. Conducts quarterly meetings with field F&A Officers to keep abreast of the issues and events in the field offices

7. Scholarships

Assists the Head of HR in Scholarships process in long listing and shortlisting of candidates. Coordinates interviews and documents the process. Maintains a database of all short-listed candidates.

8. Any other Duties:

Performs any other duties as directed by supervisor as and when required

Supervisory Responsibility: NA

V. Working Relationships:

1. **Internal:** Shares good communication with all staff at all levels including the field offices.
 2. **External:** Interacts frequently with peer organizations and the HR network and WWF HQ HR personnel. Interacts occasionally with partners and WWF International.
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VI. Minimum Work Requirements:

1. **Knowledge:** Bachelor's degree in Human Resource Management or related subject.
2. **Experience:** At least 2 years of experience with 1 year in a similar position.
3. **Skills and Abilities:** Requires good people skills, tact and diplomacy. An excellent interpersonal skill is required. In addition, the position requires attention to detail, the ability to keep accurate administrative records and the ability to prioritize effectively and work accurately under time constraints using initiative and judgment.

**Accepted by
Employee:** _____

Supervisor: _____

**Approved by
Country Rep:** _____