

Terms of Reference – District Admin and HR Officer

Purpose of Assignment

The overall purpose of the position is to coordinate and support the assigned District Staff of CBV in terms of effective Human Resource Management and Administration. The incumbent will be HR and Admin focal point at the assigned district and will be responsible for support to the staff deployed at the district level and coordinate with Third Party for providing solutions for day to day HR and Admin related matters.

Location: Assigned District Polio Control Room (DPCR)

Supervisor First: CBV Manager

Supervisor Second: Third Party (SHMA)

Major Tasks

- Maintain close coordination with third party (SHMA) to ensure smooth HR and administrative management of the CBV workers in the assigned District.
- Work as bridge between Third Party and field staff working at district level.
- Prepare monthly plan for recruitment of the human resource including front line workers (AS and CHWs) and the supervisory tiers in coordination with the third party in order to meet target of 100% deployment before every campaign.
- Regularly monitor staff turnover and ensure 100% positions are filled as per the agreed target and timelines and with due process followed.
- Assist SHMA in sourcing good quality local and preferably female candidates through community awareness.
- Ensure capacity building of selected HR in coordination with the third party training coordinator. Jointly conduct training need assessment & prepare training plans in consultation with DPCR staff.
- Attend DPCR strategic meetings to understand and respond the deployment related issues in the district and resolve matters in coordination with Third Party (SHMA)
- Coordinate with Third Party (SHMA) for HR issues like Leaves Management, Attendance of staff at assigned District, Insurance claims, ID Cards, EOBI registration.
- Coordinate with Third Party Payroll team for salary related issues of staff, banking related matters of the front line workers.
- Closely work with SHMA Field Facilitators deployed by Third Party in the assigned district.
- Assist various focal persons of third party in HR and Admin related investigations relating to grievance handling, fake reporting, absence management, harassment etc.
- Coordinate venues for women's outreach sessions and any other socialization/ motivation activities
- Coordinate through CBV Manager for CBV related information to be shared with the Provincial EOC and UNICEF team lead.
- Provide weekly and monthly report on implementation status of the project to CBV manager at PEOC.

- Represent CBVs approach in terms of HR aspects in all PEI / EPI meetings at the DPCR/s and share the decisions with Provincial EOC and UNICEF
- Ensure proper flow of information / updates to ensure field staff is kept updated about HR policies.
- Prepare presentations/updates/briefs and reports on staffing matters for the DPCR/ EOC and UNICEF as and when required.
- Plan and prepare for any emergency situation

Qualification and experience

- Graduate/ post graduate or its equivalent in public & business administration, communications, social sciences, international relations, or graduate with PEI experience
- At least three years of professional experience in health related communications, administration, or related field
- At least two years of working experience in the field of EPI / PEI / maternal and child health
- Demonstrated experience in successfully analyzing and writing for a broad range of audiences
- Previous working experience with government, international organizations in the field of EPI/ PEI/ Maternal & Child Health highly desired
- Proven interest and knowledge of EPI/ PEI issues is a definite asset
- Good interpersonal and communication skills

Language Requirements

- Excellent oral and written communication skills in English and local languages

Skills

- Very good command of ICT applications (Excel, Word, Outlook, PowerPoint and Adobe Photoshop or other relevant publishing software)