

Position: Additional Programme Coordinator – HR

Position Type: Full-time

Reports To: Senior Programme Coordinator, Organisation Development

- **Key Responsibilities**

- 1. Recruitment and Staffing Support**

- Assist programme teams in drafting detailed and accurate job descriptions and personnel requisition forms.
- Post job openings on social media platforms, the organisation’s website, and social media handles.
- Assist programmes in screening applications and shortlist candidates based on role requirements.
- Communicate with applicants at various stages of the recruitment process (interviews, feedback, etc.).
- Send offer letters, appointment letters, and other formal communications and onboarding.

- 2. HR Operations and Record Management**

- Maintain and update personnel files for all staff, ensuring confidentiality.
- Manage and regularly update the HR software, including staff records and attendance tracking.
- Maintain an organised system for HR documentation (contracts, leave records, performance reviews, etc.).
- Handle onboarding and offboarding processes for staff.

- 3. Communication and Coordination**

- Act as the primary point of contact for HR-related inquiries from programme teams.
- Draft and send internal communications, including HR policies, memos, and announcements.
- Support teams in organising induction and orientation programs for new hires.
- Coordinate with external vendors, such as training facilitators etc., when required.

- 4. Compliance and Policy Implementation**

- Ensure HR policies align with labour laws, and good practices and are consistently applied.
- Track staff leave, attendance, and performance evaluation cycles.
- Support compliance reporting for audits or donor requirements.

- **Qualifications and Skills**

- Bachelor’s or master’s degree in HR Management, Business Administration, or a related field.
- 3–5 years of experience in HR roles, preferably in NGOs or similar sector.
- Strong organisational and multitasking skills.
- Familiarity with HR software and tools for record-keeping and process automation.

- o Excellent communication skills (written and verbal).
- o Proficiency in using social media platforms for job postings and outreach.