



<b>ROLE DESCRIPTION</b>			
<b>Basic Data</b>			
Unit	Management Services		
Title	Human Resource Officer		
Level	Level 4 - Officer		
Nature of Employment	Regular		
<p>Role Summary:</p> <p>The HR Officer is responsible for (1) manpower complement; (2) competency development; (3) performance management (4) compensation and benefits; and (5) employee relations of PEF, its subsidiaries and donor-funded projects. The HR Officer assists the manager in ensuring that HR policies and procedures are established and complied with.</p>			
<p>Organizational Relationship:</p> <p>Internal:</p> <ul style="list-style-type: none"> <li>1.1. Reporting to : Management Services Manager, Team Leader for agile projects</li> <li>1.2. Coordinating with : Management Committee, All units</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>1.1 Service contractors and suppliers</li> <li>1.2 Recruitment agencies</li> <li>1.3 Communities of practice, HR associations</li> </ul>			
<b>Duties and Responsibilities</b>			
	Responsibility		
	Fully	Partially	Supportive
1. Review and update human resource policies and procedures including policies on contracting of consultants/ service providers. Conduct research and benchmarking to ensure that policies are relevant.	✓		
2. Oversee the recruitment and selection based on approved manpower plan and conduct onboarding activities. Manpower includes core and non-core staff like service contractors, interns and volunteers.	✓		
3. Review and update role descriptions on a regular basis and undertake necessary job/role evaluation.	✓		
4. Assist unit managers in the engagement of service contractors based on various needs or service requirements (from hiring, contracting, and monitoring of performance).			✓

5. Implement the competency development plans (to cover technical skills, values, culture) with appropriate learning approach/ methodologies, and track progress in staff competencies.  Keep up to date with new innovations in methods and approaches in staff learning and development.	✓		
6. Administer employee compensation and benefits. Comply statutory requirements applicable with compensation and benefits.  Keep abreast with developments in compensation and benefits and give appropriate recommendations to management for action/s and decision/s.	✓		
7. Oversee the performance management process (from contracting to evaluation of performance).		✓	
8. Identify and organize staff activities that will foster teamwork and strong employee engagement. Establish frequent and effective communication and a feed backing system between and among staff and management.	✓		
9. Report performance/ accomplishments to management. Draw out lessons and insights. Apply learnings to improve HR's systems, processes and strategies.	✓		
10. Hire consultants and trainers to provide highly specialized HR services, monitor performance of deliverables, and evaluate their final outputs.			✓
11. Coordinate with the ICT officer for the installation and maintenance of various HR online systems.	✓		
12. Act as the records custodian for HR, ensuring confidentiality of information. (from filing. retrieval and disposal). Implement necessary risk management measures like redundancy, proper storage and compliance with the Data Privacy Act.	✓		
13. Identify and manage risks within its scope of work. Provide schedules and documents as required by external and internal auditors.	✓		
14. Lead or participate in agile teams being created for specific engagements. (if team leader, evaluate team performance). Assist in the development of human resource management of the Foundation's partners.	✓		✓

Competencies	
<u>Non-Technical</u> <ul style="list-style-type: none"> <li>● Critical thinking</li> <li>● Coaching</li> <li>● Inclusiveness</li> <li>● Innovation/Continuous learning and empowerment</li> <li>● Interpersonal sensitivity</li> <li>● Judgment and decision making</li> <li>● Self-organizing</li> <li>● Work standards</li> </ul> (See details in the attachment)	<u>Technical</u> <ul style="list-style-type: none"> <li>● Human resource management and development</li> <li>● Organizational development</li> <li>● Knowledge management</li> <li>● Risk management</li> </ul> (See details in the attachment)

Education and Experience
<ul style="list-style-type: none"> <li>● Education – Bachelor of Arts, preferably with Master's degree in related field; Human / Industrial Relations</li> <li>● Experience – 5 years work experience in a similar role; expose to competency-based development and performance management system</li> </ul>