



HUMAN RESOURCE OFFICER

ROLE SUMMARY

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.

QUALIFICATIONS

- Bachelor's degree in Psychology, Human Resources, or related field; Preferably with Master's degree
- At least five years work experience in a similar role, particularly in competency-based development and performance management

DUTIES AND RESPONSIBILITIES

- Review and update HR policies and procedures including policies on contracting of consultants/ service providers. Ensure its compliance.
- 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.
- Review and update job descriptions on a regular basis.
- Assist unit managers in the engagement of service contractors based on various needs or service requirements (from hiring, contracting, and monitoring of performance).
- Implement the competency development plans with appropriate learning approach/ methodologies, and track progress in staff competencies.
- Administer employee compensation and benefits.
- Oversee the performance management process (from contracting to evaluation of performance).
- Identify and organize staff activities that will foster teamwork and strong relationships.



- Report performance/ accomplishments to management. Draw out lessons and insights to improve HR systems and processes.
- Hire consultants and trainers to provide highly specialized HR services, monitor performance of deliverables, and evaluate their final outputs.
- Coordinate with the ICT officer for the installation and maintenance of various HR online systems.
- Act as the records custodian for HR ensuring confidentiality of information.
- Identify and manage risks within its scope of work. Provide schedules and documents as required by external and internal auditors.