

TERMS OF REFERENCE (ToR)

Human Resources Officer

Unit: Human Resources and Organisational Development



ToR

About ICIMOD

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is the leading institute for the study of the Hindu Kush Himalaya. An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 40th year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

Position overview

We are looking for a dynamic and experienced HR Officer to join the Head of Human Resources and Organisational Development (HROD) Unit. The role's primary focus will be on talent acquisition. The HR Officer will closely collaborate with the Head of HROD to develop an annual staffing plan and manage the recruitment cycle, ensuring diversity and inclusion. They will oversee the organisation's induction programmes and facilitate ongoing training initiatives. 20% of the role is dedicated to various HR projects, such as policy updates, staff engagement activities, and process streamlining, as delegated by the Head of HROD. Overall, the HR Officer will provide key support in organisational development, requiring a combination of strategic planning and hands-on execution skills.

Responsibilities

The HR Officer will be responsible for delivering results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#).

1. Talent acquisition (50% of the role):

- Support the Head of HROD to formulate an annual staffing plan for the organisation and support the successful execution of this plan through timely actions and constant monitoring
- Assist supervisors/managers from different teams in crafting comprehensive terms of reference or job descriptions for new roles, ensuring alignment with ICIMOD's needs

- Manage the end-to-end recruitment process with minimal supervision, which includes advertising job openings, administering assessments, and concluding the selection of candidates
- Aid the Head of HROD during the final stages of the recruitment process, including the negotiation of salary packages
- Keep an up-to-date and detailed database/tracker that encapsulates all aspects of the recruitment and selection process, allowing for quick retrieval and analysis of data
- Submit weekly reports to the Head of HROD, outlining the progress of ongoing recruitment efforts
- Draft a quarterly metrics dashboard and compile insightful data on recruitment trends, supporting data-driven decision-making at the management level
- Proactively suggest innovative (digital) tools and solutions to refine the recruitment process, aiming to improve efficiency and the overall experience for candidates and hiring teams
- Advocate for diversity and inclusion throughout the organisation, with special focus on ensuring an equitable recruitment process

2. Learning and development (30% of the role):

- Manage the organisation's induction and orientation programme for new staff and routine refresher sessions for upskilling existing staff
- Facilitate the design and rollout of learning and development programmes that align with the organisation's strategic objectives
- Assess organisational and individual training needs, pinpointing areas where skill development could boost performance

3. Other projects (20% of the role):

- Offer support for an array of HR projects and initiatives as delegated by the Head of HROD as and when needed, including but not limited to:
 - Updating policies and procedures
 - Conducting staff engagement activities
 - Addressing employee relations issues
 - Streamlining various HR processes
 - Generating HR reports

Person specification/competencies

ESSENTIAL

- A master's degree in human resources or a related field with a specialisation in Human Resources is a must
- Minimum of 5 years of experience in core Human Resources functions within international development, with at least 3 years specifically in leading talent acquisition
- Proven experience in implementing learning and development initiatives

- Strong capability to analyse data and trends. High level of accuracy in all tasks, particularly in maintaining databases and reporting
- Familiarity with HR software and digital tools, such as applicant tracking systems
- Excellent verbal and written communication skills
- Ability to lead projects and initiatives with minimal supervision, showing a proactive approach. A self-starter who can identify needs and opportunities without waiting for direction.
- Demonstrated ability to work effectively in a team, as well as with cross-functional teams
- High level of flexibility and the ability to adapt to the changing needs of the organisation. The capacity to remain focused and calm under pressure, handling challenges with poise.
- A strong commitment to promoting diversity and inclusion within the organisation
- Must maintain the highest ethical standards in all interactions, both internally and externally
- Ability to travel occasionally for recruitment events or training programmes

PREFERRED

- Professional HR certifications such as SHRM-CP, PHR, or CIPD are desirable.
- Experience in diverse sectors and types of organisations would be an advantage.

Reporting and supervising

The HR Officer will report to the Head of HROD and will work in close collaboration with the hiring managers from different programmes and units. In addition, this role works extensively with diverse internal and external stakeholders such as selection panels, candidates, and external HR agencies.

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Occasional travel in the HKH region will be required. Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines), and there are good local and international schools and a low crime rate. Nepal offers amazing trekking trails, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

Duration

Two year/s, with a probation period of six months. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

Remuneration

This is an international position at ICIMOD. Remuneration is commensurate with experience and qualifications. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package, which includes a provident fund, health insurance, severance pay, children's education grant, and paid leave (30 holidays and 10 public holidays per year).

For expatriates, there is a tax exemption in Nepal; they are responsible for their home country's tax payments. Expatriate staff are entitled to housing allowance, annual home leave ticket, shipment of personal effects, and an installation and removal allowance.

ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

Diversity, equity, inclusion, and safeguarding

ICIMOD's human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct [including child abuse], by our staff, representatives, or stakeholders is not condoned or tolerated.

Method of application

Applicants are requested to apply online before 18 December 2023 (11:59 PM Nepal Standard Time) through [ICIMOD Online Application System](#).

Only shortlisted candidates will be notified.