

Terms of Reference

TRAINEE – PEOPLE & CULTURE

**Practical
ACTION**

Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: *Demonstrate, Learn and Inspire*.
 - Demonstrate that our solutions are sustainable in the real world
 - Learn by capturing evidence and adapting our approach
 - Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary changemaking organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.
- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.

JOB PROFILE

Responsible to: People and Culture Specialist

Grade: Trainee

Line Manages: NA

Unit: People and Culture

Location: Kathmandu, Nepal

Background:

The Traineeship programme is a unique initiative which focuses on providing opportunity to the fresh women graduates in the country to learn and develop on the job in the development sector and contribute to the development of a human resources pool by gaining practical knowledge, skills and experience. This is specifically initiated as per the outcome of Equity Diversity and Inclusion survey and subsequent action points that has followed which is catering to supporting young professionals and socially excluded groups especially focussing on women.

The trainee program shall provide an experience that is mutually beneficial to both the trainee and the organization. This partnership shall provide the opportunity to the trainee to transfer and apply knowledge and theory gained in university in actual organizational environment. The trainee will work under the guidance of the Sustainable Agriculture and Markets Theme Lead and will be based in Kathmandu.

Purpose, Scope and Relationships

The purpose of this role is to provide support to the People and Culture Specialist whilst developing and growing your existing skills to effectively apply them to the role. The Trainee will be focused on learning and developing their career within the People and Culture field. The main objective of the role will be to support effective functioning of People and Culture unit.

The scope is to be responsible to support in the recruitment process and provide administrative support. Trainee will get opportunity to learn and be part of implementation of HRIS.

The key working relationship is with the Recruitment Managers and Front Office Assistant.

Job Functions and Responsibilities

- To create and implement an efficient filing system
- Prepare summary sheet for the applications
- Schedule and inform candidates for the written test and interviews
- Support in conducting written test
- Conduct pre-employment checks including references and criminal checks
- Inform candidates and keep them updated on the status of their applications through email and calls
- Support with on boarding of new staff

- Prepare all documents for exiting staffs including administrative work
- Support in the implementation of HRIS system
- Spend time in learning specific skills and capability to enhance the capacity

Organizational Policies, Safeguarding and Code of Conduct

- Ensure that all involved acting on the organisation’s behalf is well aware on Safeguarding Policy, Diversity and Dignity in the Workplace Policy, Code of Conduct, Fraud policy and Whistleblowing policy.
- Ensure beneficiaries whom we work with are aware of the safeguarding policy including the reporting lines when appropriate.
- Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies
- Ensure our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture and well modelled by others. Ensure that reporting structure are well promoted and respond to all concerns appropriately.

Responsible for gender responsive behaviour in all actions and decisions. Ensure non-discriminative behaviour based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion.

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

EXPERIENCE & KNOWLEDGE

- A team player and a multi-tasker
- Good communication skills
- Able to listen and follow instruction
- General knowledge of HR best practices would be an advantage

BEHAVIOURS & MOTIVATIONS

The most important practical behaviors, for role success are:

- Completing
- Collaborative
- Creative
- Dynamic

- **Qualifications:** Bachelor’s degree in human resources management/ Administration or any related field

Mentor

Date:

Trainee

Date:

Trainee Opportunity

Practical Action is a change making organisation that works in unconventional ways. We put ingenious ideas to work so people in poverty can change their world. We do things differently, so answers that start small can grow big - bringing people together in bold collaborations, using innovation and knowledge to build futures free from poverty and helping shape a world that works better for everyone.

Practical Action announces a trainee opportunity for fresh women graduates in human resources management, Administration or any related field for Practical Action South Asia Regional Office.

About the role

The purpose of this role is to provide support to the People and Culture Specialist whilst developing and growing your existing skills to effectively apply them to the role. The Trainee will be focused on learning and developing their career within the People and Culture field. The main objective of the role will be to support effective functioning of People and Culture unit.

About you

You have a bachelor's degree in human resources management, Administration or any related field. You are a team player and have a good communication skill. You have a general knowledge of HR practices. You have a good learning agility and a zeal in applying your knowledge in a practical field.

Why join us?

The opportunity to work for an organisation that is making a positive difference to the lives of people worldwide, a friendly and supportive culture, working with values-driven and highly engaged colleagues, work life balance and flexible working – these are just some of the reasons we think Practical Action is a great place to work.

Practical Action is committed to safeguarding and protecting children and vulnerable adults, and candidates will be subject to pre-employment checks including criminal checks and terrorist financing. To ensure that Practical Action meets its obligations of safer recruitment, appointment to positions within Practical Action will be subject to a satisfactory criminal check. Criminal checks will be conducted for all roles.

Submit a cover letter along with CV to hr@practicalaction.org.np by 1 August 2023.

BIG CHANGE
starts small

Practical Action

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Kathmandu, Nepal