



Job Descriptions

Job Title:	Officer for People & Culture
Job Level:	Mid-Level
Employment Type:	Full Time/Regular
Department:	People & Culture
Reports to:	Directors
Duty Station:	Nepal Country Office, Kathmandu, with field visits to program areas in Eastern Nepal as needed.

Organization:

dZi works in partnership with rural communities in Nepal to achieve prosperity by fostering access to basic needs, nurturing sustainable livelihoods, and co-developing tools for self-determination and self-sufficiency. The outcome is equitable, thriving, resilient, and sustainable community for all in remote regions of Eastern Nepal. For more information, please visit www.dzi.org.

Job Summary:

dZi is a growing organization that is planning to increase its reach and maximize its impact in eastern Nepal. To do so, we are seeking an officer to run the functions of the People & Culture department including people management, coaching, counseling and mentoring, hiring and interviewing staff, administering pay, benefits, internal communication and leave, and enforcing company policies and practices. The officer will work closely with the Nepal Directors to elevate the employee experience at dZi for employee and organizational growth. This position has the opportunity for fast-tracked growth at dZi for the right individual.

Duties and Responsibilities:

- Manage end-to-end employee lifecycle in HR Operations. (On-boarding, Offboarding, Employee Database Management, policies, process, and compliance activities.)
- Facilitate dZi's talent acquisition process by conducting hiring need analysis, collaborating with managerial staff to develop job descriptions, reaching out to Talent Partners, and managing the hiring process.
- Design and implement organization's HR Policies and Procedures.
- Use various communication channels and mediums to effectively orient and guide employees about the HR system, processes, policies and regulations etc.
- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Generate and update official internal documents such as offer letters, appointment letters, termination letters, and all other letters as necessary used in the overall end-to-end employee cycle.

- Support talent retention and growth culture at dZi by creating and initiating employee engagement plans and activities.
- Prepare and present HR related budget for annual review and approval.
- Manage payroll, insurance, and other benefit programs for employees
- Manage leave tracking process and analytics to improve the employee experience.
- Design, collect and record key HR metrics to help managers monitor, evaluate and improve employee performance and experience.
- Be actively involved in the development and implementation of Employee Learning and Development activities and uphold and foster the learning culture, wellbeing and overall safety of the employees.
- Responsible to take various HR initiatives under various HR functions not limiting to employee engagements, compensations and benefits, etc. that contributes in making organization a best place to work like coaching, counseling and mentoring.
- Create and implement systems to handle employee grievances, conflict resolution, disciplinary issues etc.
- Create a continuous improvement culture, proactively identifying processes for improvement and driving change as well as responding to organization requirements.
- Foster dZi values and organizational culture of equity, empowerment and opportunities for all with all stakeholders.
- Be willing to share and transfer HR related and other relevant skills and knowledge to dZi partners to foster growth culture and organizational growth in partner communities.

Education and Experience:

- Bachelors' degree in Human Resources Management, Business Administration or a relevant field; training or certification in HR and/or employee engagement a plus.
- Prior experience of at least 2 years (preferred) in HR Operations.

Required Skills and Abilities:

- Knowledge of HR functions (pay & benefits, recruitment, training & development, etc.)
- Understanding of labor laws and disciplinary procedures
- Enthusiasm and Learning attitude, and passion for training and teaching
- Self-motivated and people oriented
- Experience with MS Office and Human Resources Management Systems
- Outstanding organizational and time-management abilities
- Excellent interpersonal and communication skills
- Fluent command of both English and Nepali Language
- Outstanding natural passion for coaching, counseling and mentoring
- Problem-solving and decision-making aptitude
- Strong ethics and reliability

Physical Requirements:

- Extensive hours sitting in front of computer/ laptop
- Able to trek remote areas of Nepal.

Note:

Interested candidates are requested to submit their applications with a cover letter, updated Curriculum Vitae with at least two references (including previous or current employer) and copies of citizenship certificate, academic credentials and experience letter before **Date: May 8, 2022 5:00 PM** by email at **Email:vacancy@dzi.org**. Please, clearly mention the position you are applying for in the subject field of the email. Only shortlisted candidates will be contacted for further process. dZi Foundation Nepal reserves all the rights to reject any or all applications without assigning any reasons. Telephone enquiries will not be entertained.

Equal Employment Opportunity

dZi Foundation Nepal is an equal opportunity employer. We strongly encourage and seek applications from women, people from marginalized groups, and bilingual and bicultural individuals. Applicants shall not be discriminated against because of caste, religion, sex, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, marital status, or medical condition.