



FRA VACANT POSITION

Food Rights Alliance (FRA) is looking to recruit an HR & Admin Officer. See Details:

POSITION	JOB PURPOSE	RESPONSIBILITIES
Human Resource & Admin Officer	<p>The principle objective of the position of this position is to provide HR & administrative support to programmes to enhance effective implementation of programmes. The HR and Admin Officer will be responsible for all the employee life cycle management and providing the day to day administrative and logistics support required for the routine programme work, meetings, workshops and all other FRA events.</p>	<p>ADMINISTRATION:</p> <p>Responsibility 1: Office Administration</p> <ul style="list-style-type: none">Receiving visitors and service providers and directing them to the respective officers they want to meet in a cordinal manner extending FRA hospitality to them.Ensuring FRA offices are well maintained, thoroughly cleaned, minor maintenance works promptly done. Damages reported to Head of System promptly for quick action.Continuous improvement of the organizational image through ensuring proper office lay out and outlook. Ensuring offices well-organized and attractive to provide staff the comfort to perform their duties uninterruptedProviding other administrative services to activities in a timely and reliable manner. This includes conference, workshops, meeting and FRA events.Support Offices to ensure there is order in terms of filing, supply of stationeries, keeping everything on the Offices in their rightful places, ensuring availability of cleaning items.Ensuring Office meals (Tea and Lunch) are served timely and areas where they are served is kept clean, request items for Office tea in a timely manner and ensure items like cups, flasks are adequate. <p>Responsibility 2: Procurement</p> <ul style="list-style-type: none">Guided by the procurement manual, coordinate procurement of goods and services required to implement FRA activitiesMaintain and regularly update the organizational Asset registerMaintain and regularly update the stocks of good and supplies procured <p>HUMAN RESOURCE MANAGEMENT:</p> <p>Responsibility 3: Recruitment:</p> <ul style="list-style-type: none">Maintain a database of budgeted positions against current status, number of vacant positions and work towards providing suitable manpower for vacant positions.Get directions from the HR & Admin Manager about the new/vacant positions, support planning and implementing the recruitment cycle of such positions.Generate offer letters; contract letters for the selected candidates issue them and Conduct reference checksManage recruitment process and maintain recruitment process documents for auditMaintain the personal files of employees and update them regularly. <p>Responsibility 4: On boarding and Induction:</p> <ul style="list-style-type: none">Receive new employees, show them around the office and settle them well in Office.Liaise with IT to ensure they are set up on their work emails address, and they receive all tools of their work accordingly;Responsible for planning and ensuring systematic induction for all new employees;Ensure that induction plan is signed off and filed in the personal file of all employees;

Responsibility 5: Attendance and Leave management:

- Track the attendance of all staff day wise in provided excel format (or) in the HRMIS as per organization requirement and communication.
- Track leave database, eligibility, availed and closing balances of leaves for all staff in excel format (or) HRMIS.
- Work with line managers to ensure staff take their leave as planned to avoid crisis in programme delivery due to key positions being on leave at the same time

Responsibility 6: Employee data

- Maintain the complete data base of all employees in payroll in specified excel sheet / HRMIS and update them regularly with any changes
- Maintain the standard database of project staff fully funded by a particular project in a specified format and update them regularly with changes for donor reporting.
- Create a channel of communication with Programme Managers to ensure that employee information is available to them whenever requested.
- Maintain and update the organograms with the master data of employees.
- Maintain the HR files such as employee personal files, recruitment file, PF related documents at the district level.

Responsibility 7: Performance Management

- Ensure line managers of new employees set probationary targets and track Probation reviews with timelines and ensure outcomes are communicated formally through letters.
- Communicate the process of annual / midyear appraisals, receive, verify the forms and share the consolidated outcome in specified formats.
- Ensure that contract renewals are done in a timely manner.

Responsibility 8: Employee Separation

- Ensure resignation letters are received for employees who intend to leave.
- Conduct exit interviews in specified formats and share with HR & Admin Manager on a monthly basis.
- Follow up for the clearance certificate and ensure final settlement is done within standard agreed timeline.

Responsibility 9: Human Resource Administration

- Be the central person for all HR and Admin related communication with staff.
- Visit and participate in the block level review meetings twice in a month.
- Handle employee grievances formally and informally, forward them to concerned department and follow up for resolution.
- Play the role of Employee champion by knowing and counselling their employees as and when required.

Responsibility 10: Working as a team member in FRA

- Establish and develop effective working relationship with entire FRA staff, Volunteers, Interns, Member organisation staff, Government staff to ensure team work and integration.
- Participating in team decision making process including but not limited to, planning and review meetings, staff meetings
- Adhering to all FRA Organisational policies.
- undertaking any other activities assigned by the Executive Director

• **Qualifications:** Diploma in Human Resources/Business Administration/ Public administration or Bachelor of Business Administration/Human Resource/ Public Administration.

• **Experience:** At least 3 years working experience in HR and Admin; Ability to work well under pressure and in response to changing needs; Leadership, personnel and team management, mediation and conflict resolution; Ability to work with lower level staff; Experience with any other NGO.

• **Technical Skills:** Excellent interpersonal and communication skills, training skills and writing skills/ Excellent planning skills.