

# HR Officer

Job description

**Change starts  
with you**



# We are WaterAid

## Our vision

Water, sanitation and hygiene.  
Our vision is 'A world where everyone, everywhere has sustainable and safe water, sanitation and hygiene'.

## Our mission

Transform lives through sustainable and safe water, sanitation and hygiene.

**Photo:** School students playing with water in their newly built handwashing and drinking water station in Siraha district, Nepal. WaterAid Nepal has been working with the local government and partners to ensure inclusive WASH facilities for children in community schools and beyond.

## WaterAid's values in action

Our values define our culture and unite us across the many countries in which we work. They are at the very heart of WaterAid – who we are, what we do and how we do it.

**Respect:** Treating everyone with dignity and respect, and championing the rights of all.

**Accountability:** Being accountable to the people WaterAid works with, and to those who support them.

**Courage:** Being bold and inspiring in their actions and words.

**Collaboration:** Working with others to maximize their impact.

**Innovation:** Being creative and agile, and committed to lifelong learning.

**Integrity:** Acting with honesty and conviction, and being consistent with openness, equality, and human rights.

# About the role



## Job purpose

Provide various executive and administrative support in the People and Organisational Development (POD) department by facilitating efficient flow of information and communication to increase organisational effectiveness and promote positive organisational culture. This role should support POD department in aligning human resources with organisational goals. Responsibilities under this role will directly influence employee satisfaction, retention and overall organisational performance.

## Team description

The POD Team is led by the Head of POD, who oversees implementation of human resources operations, including recruitment, employee welfare and wellbeing, training and development, payroll and benefits, policy development and compliance. The team plays a critical role in helping WaterAid realise its goals. We lead on the development of strategies that align WaterAid's people with our aims and objectives, and to ensure that all WaterAiders have the skills and opportunities to maximise the impact they can make. We work with people across the organisation, to deliver high standards of people management and to create a high performing and engaging work environment.

This role reports to People Business Partner (PBP) who is responsible to the Head of People and Organisational Development (HPOD).

# Terms of appointment



<b>Place of work:</b>	WaterAid Country Programme - Nepal
<b>Pay band:</b>	Grade D
<b>Contract term:</b>	2 years (renewal based on performance and funding availability)
<b>Contract type:</b>	Fixed term, Full time role
<b>Reports to:</b>	People Business Partner
<b>Manages:</b>	N/A
<b>Budget responsibility:</b>	N/A
<b>Travel:</b>	Periodic travel to field offices



# Accountabilities



## 1. Recruitment and onboarding

- Assist in drafting and posting job vacancies, compiling applicant data, and coordinating assessments and interviews.
- Support onboarding by collecting required documents, preparing personnel files, and facilitating necessary processes (e.g., insurance, staff ID, bank accounts).
- Coordinate and execute induction plans for new staff and interns.

## 2. Staff Wellbeing and Engagement

- Conduct regular Monday Morning Meetings (MMM) to check-in with staff.
- Organise and promote staff wellbeing activities and events.
- Act as a Focal person for staff insurance.
- Act as a Focal person for staff wellness.

## 3. POD Administration

- Draft routine correspondence, memos, meeting minutes and event reports.
- Coordinate information internal communication and maintain HR records.
- Assist in contract management, including extension and exits.
- Support in organizing conferences, workshops and retreats.
- Update and present progress on POD vision track sheet.
- Process and log POD related payments, and report monthly expense update.
- Maintain a log of POD merchandise.
- Register staff for trainings and workshops, and maintain the Learning track sheet.
- Update staff whereabouts sheet and ensure timely leaves applications in PeoplePlace.
- Prepare and update Visitors Welcome Pack for international visitors to Nepal.
- Assist Finance in compiling monthly timesheets.

#### **4. Safeguarding**

- Understand and put into practice the responsibilities under Safeguarding and Child Protection policies and procedures and the Global Code of Conduct (CoC)
- Maintain a connected working relationship with the Safeguarding Focal Person to ensure the streamlining of safeguarding throughout the Country Programme.

#### **5. Office of the Country Director, Nepal:**

- Provide secretarial support to the Country Director, proactively reaching out for the necessary support.
- Any other official duties as assigned by Country Director or his/her designated delegate.

# Person specification



## Essential skills

- Bachelors in Human Resources Management or equivalent qualification
- Proven experience of a minimum of three years 'work experience in the INGO sector in basic HR functions.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures
- IT skills particularly MS Word, Excel and Outlook
- Fluency in spoken and written Nepali language. Good communication skills in spoken and written English
- Well organised in prioritizing tasks to deliver high quality works with strong eye for details, and meeting deadlines
- Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation.

## Desirable skills

- Experience in leading staff engagement and wellbeing activities.
- Experience of working effectively within a culturally diverse and matrix organisation
- Experience in implementing GESI initiatives such as inclusive hiring practices, diversity training and policy development.

# Our commitments



## Our people promise

We will work with passion and focus to make sure everyone everywhere has clean water, decent toilets and good hygiene. WaterAid is a place of purpose – where people have a real commitment and shared responsibility for the impact we have. We are a global community with diverse backgrounds and perspectives, motivated by inspiring, stimulating work. We are determined to put the wellbeing of our people first, to be a place where people feel safe and able to contribute their voice and truly live our values.

## Equal opportunities

We are an equal opportunity, disability-confident employer and are dedicated to achieving the highest standards of diversity, equity and inclusion. We welcome applications from people of all backgrounds, beliefs, customs, traditions and ways of life. This includes, but is not limited to, race, gender, disability, age, sexual orientation, religion, national or social origin, health status, and economic or social situation.

## Safeguarding



We are also committed to protecting everyone we come into contact with. We have a zero tolerance approach to abuse of power, privilege or trust across our global work, and any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation. Safeguarding the people and communities we work with, our staff, volunteers and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously. All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks).

**Wherever you work in WaterAid and whatever job you do, you'll be joining a global network determined to reach everyone, everywhere with clean water, decent toilets and good hygiene. For health, for life, forever.**



# WaterAid has one goal:

To change the world through  
clean water, decent toilets  
and good hygiene.

WaterAid/Avash Karmacharya



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