

Social Development Foundation (SDF)

Terms of Reference for Junior Officer, Human Resource (HR) for component-3 (Community Empowerment and Livelihoods) of Sustainable Coastal and Marine Fisheries Project (SCMFP)

The Junior Officer, HR is a junior/entry level position for providing support to the SDF management to ensure proper management of HR related activities of component-3 under Sustainable Coastal and Marine Fisheries Project (SCMFP) of SDF. The position requires spending at least 30% of the time visiting the field level implementation of the finance related activities.

1. The main tasks and responsibilities of Junior Officer, HR are:

- Assist to manage Human Resources / Personnel functions such as maintaining database of employees, analyze training needs;
- Assist in implementing HR Policy & Manual from Cluster to national level to foster Human Resource development;
- Assist in performance appraisal related activities of project staff;
- Assist in Recruitment activities;
- Any other responsibilities assigned by SDF Management.

2. The Key Responsibility Areas are:

- Prepare job advertisement and arrange publication in Newspaper, website and in other media;
- Maintain HR related data base and help the SDF Management in its application for HR Development plans;
- Assist in completion of performance appraisal for all project staff in time.

3. The Key Deliverables in terms of expected outputs/outcomes are:

- HR Database prepared;
- HR related Tools, Guidelines and handouts are ready and are in use;
- Staff Appraisal are completed timely and reports are maintained;

4. Minimum qualification, experience and competencies required:

- Masters degree in Human Resource/MBA or any other subject;
- Preference will be given to the candidates with experience in human resource development activities in the World Bank finance project /poverty alleviation projects in Government/ Autonomous bodies/ Donor Financed projects etc.;
- Must have willingness to work with fishers' community in the coastal areas of Bangladesh;

- Excellent interpersonal and team working skills and a high degree of computer literacy are preferred;
- Must not exceed 40 years of age on the last date of submission of application for this position as advertised in the national dailies.