

## **Social Development Foundation (SDF)**

### **Terms of Reference (ToR) for Director, Human Resource (HR)**

**The Director, HR** is a part of SDF Management, reporting to and assisting the Managing Director in the areas of human resource management. This position requires undertaking field visits as required to monitor staff issues, oversee performance appraisals, ongoing training courses, departmental proceedings etc. The position also requires having adequate knowledge and experiences on Bangladesh Service Rules of the Govt. of Bangladesh.

#### **1. The Key Responsibility Areas are:**

- Guardian of Human Resources Policy and Manual;
- Establishing and managing institutional development and human resource development policies and procedures as per SDF, Government and World Bank requirements;
- Develop SDF Rules/Guidelines as necessary related to human resources for approval and subsequent implementation;
- Develop capacity building and institutional strengthening strategies for the continuous improvement of HR systems and practices in the organization;
- Lead the recruitment process for new staff as per the HR policy and Manual, inducting and orienting new staff members at all levels;
- Develop and implement human resources growth programs and career development plan for staff members in consultation with Managing Director;
- Guide and assist the Managing Director in staff disciplinary proceedings, staff grievance redress mechanism etc.;
- Oversee the yearly performance appraisal of staff as outlined in the HR Policy and Manual;
- Ensure that the Human Resource Information System data is updated and HR records maintained accurately;
- Be the custodian of all assets of SDF;
- Any other HR relevant tasks that may be assigned by SDF management.

#### **2. Specific tasks to be performed are:**

- Ensure systems and procedures for staff recruitment, human resources development, appraisal and career planning are in place;
- Ensure that the HR Policy is administered effectively including timely filling up of the vacancies, disciplinary action against staff violating SDF rules;
- Develop strategies for recruitment and selections are followed through a protocol so as to ensure hiring of high quality candidates;
- Develop a detailed Human Resources Development plan for training of staff members;

- Develop an inventory for preserving required training materials, both from SDF and other training agencies and a list of resource persons who can be part time trainers of SDF training as needed;
- Ensure process and systems in place for regular and timely appraisal of all staff, all staff members at all levels are evaluated for their performance on a yearly basis and their staff development plans incorporate the feedback and necessary trainings;
- Assure clear guidelines for HR related grievances are available and communicated to staff and assist SDF management in HR grievance redress related issues like classification, review, resolution and feedback;
- Assist SDF management to issuing HR related actions like warning letters, drafting of charge sheets, appointment of inquiry committees, conduct and record of inquiry proceedings, inquiry report and issuance of final orders;
- Assure transparent and strict handling of HR related rules like Leave Rules, Travelling and Per-diem Rules, as per HR Policy and Manual and the Bangladesh Service Rules and ensure its implementation;
- Where required, suggest improvements to the HR policy and manual and procedures for consideration of SDF management;
- Review rules, guidelines and establish in collaboration with Finance Department of SDF and relevant Government departments related to CPF, Gratuity, Welfare Trust Fund etc. for SDF staff at all levels;
- Assure that all HR related actions and records are well maintained, updated and HR issues are followed-up in a timely manner.

### **3. The Key Deliverables in terms of expected outcomes are:**

- Staff vacancy and turnover in a given year is less than 5%;
- HR capacity building and institutional strengthening strategy developed and HR systems and practices in the organization continuously improved according to international best practice;
- 100% of the staff members at all levels are evaluated for their performance on a yearly basis and their staff development plans incorporated, performance, feedback provided and necessary training for human resources development imparted;

### **4. Qualification and experiences:**

- Master's Degree in Human Resource Management/Public Administration/Business Administration or other relevant discipline with at least 20 years work experience of which 8 years in Senior HR Management positions in Government/Autonomous bodies/poverty alleviation program/Donor Financed projects, NGOs etc.
- Excellent analytical and interpersonal skills along with strong organizational ability, able to obtain, analyze and evaluate a variety of information, able to organize, interpret and present in meaningful oral or written form for varied audiences and provide solid analysis leading to sound decision-making.
- Proven track record of managing HR related matters in satisfactory way including grievances and staff management.
- Must not exceed the 52 years of age on the last date of submission of application for this position as advertised in the national dailies.