

INF International Human Resources Manager



Post Title: INF International Human Resources Manager

Programme/Department: INF International, Nepal Country Office

Location: Pokhara or Kathmandu [with travel within Nepal and overseas]

Responsible to: Nepal Country Director

Responsible for:

- a. Service Effective recruitment and secondment of expatriate mission personnel working in Nepal
- b. Staff Personnel department [including member care and orientation]
Expatriate Team Co-ordinators
- c. Budget Personnel, Language and Orientation and Member Care budgets

Relates to:

- a. Internal All expatriate mission personnel, INF Nepal Personnel Department
- b. External INF Sending Offices and Other Sending Agencies

1. Job summary (Main function):

People are INF's most important resource. INF has always had a combination of expatriate and Nepali staff. The main purpose of this role is to ensure that mission personnel are suitable for the roles to which they are recruited, properly orientated, well looked after and enabled to use their skills fully whilst in Nepal.

2. Duties

a. Recruitment

- Liaise with others in INF International and INF Nepal to identify expatriate personnel needs
- Ensure clear role descriptions and competencies are developed for each vacancy
- Maintain excellent relations with INF's seconding agencies
- Responsible for communicating recruitment needs clearly and imaginatively through a range of media and channels
- Chair the recruitment working group across INF
- Be creative and proactive about exploring new areas and methods of recruitment. This could include some international travel.

b. Orientation

- Work with sending agencies to ensure that all expatriate mission personnel are properly prepared before moving to Nepal
- Ensure all new mission personnel are adequately orientated on arrival in Nepal

- Promote a culture of ongoing language and cultural study amongst the whole expatriate team

c. Secondment

- Monitor the secondment of all expatriate mission personnel to ensure that personnel are properly managed and able to fulfil their potential.
- Design and implement effective strategies for staff development; including staff development reviews and plans, effective training programmes, mentoring and coaching and the management of skills and talents.
- Negotiate any change in role with the relevant host organisation and sending agency
- Deal with any grievance or misconduct issues if they cannot be resolved by the relevant line management

d. Member Care

- Ensure that all expatriate mission personnel have access to sufficient member care this will include line management of INF member care providers and liaison with external providers as required
- Line manage the Expatriate Team Coordinators to ensure that mission personnel are properly cared for in their regions
- Make regular visits to the locations where expatriate team members are living

e. Organisational

- Be an active member of the INF International Nepal Country Office Management Committee
- Contribute to the positive development of the organisational culture [in both INF International and INF Nepal] particularly in the areas of Christian identity, integral mission, female leadership, creativity, innovation and international best human resources practice
- Maintain and develop good relationships with other like-minded organisations and churches in Nepal

f. Administration

- Ensure all personnel policies and guidelines are up to date and accessible to those that need them
- Line manage the personnel administrator
- Be responsible for developing and monitoring the Personnel, Orientation and Member Care budgets
- Ensure personnel data and records are well maintained and appropriately stored
- Ensure proper agreements are in place with mission personnel and sending agencies

3. Standards

- To demonstrate and actively follow the values of INF in all aspects of work and service
- To be a model to others in work and as a person. This will be seen in, for example, quality of work, justice and fairness, timekeeping, co-operation with others, relationship with staff, clients and community members, attitude towards INF, it's Programmes and in general behavior in and out of work

- To be honest in all matters (e.g. financial, timekeeping) and promote honesty. Financial honesty includes not seeking or obtaining financial advantage for him/herself or others through his/her work with INF other than benefits according to the Employment Manual
- To keep confidential information acquired in the course of work, especially those matters relating to people (staff, clients or others) and as directed by managers or the Chairman of any relevant committees.
- To lead staff (both those under him/her and colleagues) towards a better understanding and fulfillment of the goals and aims of INF/N (or INF/I as appropriate) and the Programme.
- To build good public relations with those outside the organisation, aiming to emphasise the aims and priorities of INF/N (or INF/I as appropriate) and create a good image.

4. Conditions

The post holder will be a volunteer, providing a broad and deep level of expertise to the work s/he is involved in, at no cost to INFW or any partner (as s/he receives no salary). This means that each post holder is required to find all their own and family's costs for living expenses, for their international travel, their language study and their children's education.

The post holder is also required to pay a secondee contribution to the organisation, and seek to raise funds for the work they are involved in.

When working in the programme s/he will work in accordance with the same employment policies as national staff, with the exception of financial benefits.

The post holder will be given a renewable contract of up to 3 years.

Created by: Chris Drew Date: Jan 2016

Person Specification

Attribute	Essential / Required	Desirable / Preferred
Educational qualifications / training	Masters degree, diploma or equivalent in HRM or Personnel Management. Minimum five years HR management experience Some cross-cultural mission training	Experience of working in senior management level
Experience	3 years management/personnel experience in handling staff from a range of cultural/ethnic backgrounds	Management of personnel in an Asian context
Skills / Abilities	Leadership skills Experience in relating with and managing national and expatriate staff Highly developed skills in listening, understanding, influencing, communicating and negotiating Analytical skills in issues related to HR Able to demonstrate an understanding of mission, particularly in a cross cultural context	Able to understand and interpret different cultural values and relate accordingly An ability to adapt to an environment where they may have limited linguistic/cultural understanding

	<p>Able to think creatively and contribute constructively to the development of Nepali and expatriate staff within INF/N and INF/I</p> <p>An ability to work within a complex culture and hierarchy</p> <p>Ability to mentor and coach others.</p> <p>Ability to implement as well as develop</p> <p>Good IT skills</p> <p>Excellent command of written and spoken English.</p> <p>Excellent organisational and administration skills.</p>	
<p>Values & Personal Qualities</p>	<p>Mature Christian with learning heart.</p> <p>Able to demonstrate an enthusiasm for being part of God's mission</p> <p>Able to demonstrate INF values in their own life In a challenging and complex professional context.</p> <p>Able to cope with the unforeseen.</p> <p>Self-motivated and able to work under limited supervision</p> <p>Able to respect different cultural values and respond accordingly</p> <p>A desire to learn from the values of national colleagues</p> <p>A desire to enable and empower others</p> <p>A commitment to invest in building relationships appropriate to their role, nationality and gender</p> <p>A commitment to personal discipleship and spiritual growth.</p>	<p>Able to articulate a call from God to this work</p>