

Position: Human Resource & Training Coordinator

The **Human Resource & Training Coordinator** the **Chief Operating Officer** and be responsible for facilitating change and organizational effectiveness, as well as developing, reviewing and implementing HR policies and procedures, to source, recruit, develop, reward and train staff to meet the needs of the organization.

Key Responsibilities:

1. Recruitment and Induction/ Orientation

- Update management on the latest statutory requirements regarding employment of staff and volunteers;
- Plan and execute the recruitment strategy to meet the staffing requirements of the organization;
- Contact recruitment firms to avail quality recruitment services;
- Facilitate the recruitment cycle;
- Ensure that induction to Child Protection & training is top priority of any new staff;
- Complete pre- and post-recruitment formalities;
- Design and facilitate orientation programmes for staff and volunteers.

2. HR Policies and Systems

- Ensure that HR policies and practices comply with legal and regulatory frameworks and are aligned to practices followed by progressive NGOs/ INGOs;
- Implement HR policies across the organization's programmes and locations;
- Ensure that staff files and support systems for volunteers and interns are documented;
- Orient, schedule and appoint interns, visitors and volunteers;
- Help ensure harmonious and mutually beneficial interaction among LRF projects.

3. Performance Management Systems

- Guide staff on performance management, which includes conducting periodical orientations to the process;
- Conduct monthly meetings with all the office coordinators;
- Manage the performance appraisal cycle, which includes setting up objectives, mid-term review and final appraisal and ratings with the Director for Monitoring & Evaluation.

4. Reward Management

- Coordinate with the Accounts team to implement salary scales;
- Plan and implement annual salary increments with the senior team.

5. Training and Development

- In collaboration with the Project Heads, identify staff training needs and design training opportunities – both inhouse and external through exposure visits, conferences, courses, seminars, etc.;
- Document two training plans each year.

6. Coordinate, plan and organize board meetings, all-staff meets, events and celebrations, annual calendars and reports (also dispatch), arrangements for guests, and plan their schedules.

7. In addition :

- Observe full professional standards in working with children, families and staff, including action on concerns regarding Child Protection issues, in accordance with Foundation policies;
- Participate in team meetings and other Foundation meetings as required;
- Comply with supervisory and appraisal arrangements according to the Foundation's staff policies;
- Carry out any further duties which may be requested by the supervisor and are in accordance with your professional skills.

This job description will be reviewed as part of the annual appraisal cycle and may be reviewed at other times at the request of the post holder, supervisor or senior staff.