

TERMS OF REFERENCE (ToR)

Human Resources Assistant

Unit: Human Resources and Organisational Development

ToR

Position overview

We are looking for a Human Resources (HR) Assistant who will serve as an essential administrative and logistical support to ICIMOD's Human Resources and Organizational Development (HROD) Unit. This role involves a broad range of responsibilities including, but not limited to, coordinating with internal units like Finance, IT, and Admin, handling administrative aspects of meetings and events, and supporting various HR sub-functions such as recruitment, onboarding, and insurance management. The position also covers detailed record-keeping, data management, and internal communication, all while ensuring compliance with organisational and international standards.

Responsibilities

The HR Assistant will be responsible for delivering results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#).

- Act as the primary liaison for all administrative and logistical concerns within the HROD Unit
- Coordinate with other internal programmes and units such as Finance, IT, and Operations to ensure seamless collaboration
- Field and direct incoming queries or issues to the appropriate team members, streamlining the resolution process
- Deliver end-to-end administrative and logistical support for all HROD meetings, training sessions, staff events, and workshops
- Prepare necessary materials including agendas, presentation slides, and handouts
- Manage the booking and setup of meeting venues, audio/visual equipment, and ensure vendor contracts and payments are processed in a timely manner
- Provide comprehensive logistical and communication support during the entire employee lifecycle stages including recruitment, selection, onboarding, and exit
- Administer staff insurance policies under the guidance of the Senior HR Associate
- Maintain accurate records of insurance policies and serve as the point of contact for insurance-related queries from staff
- Process insurance claims and liaise with insurance providers as needed
- Document minutes during all HROD meetings with a focus on capturing action items and decisions made
- Follow up with team members to ensure that all action items are completed within the specified timeframe
- Assist each HROD team member in the maintenance and organisation of HR files, databases, and records
- Conduct periodic reviews to ensure compliance with organisational policies, legal requirements, and international standards

- Aid in the preparation, formatting, and editing of various HROD reports, dashboards, and other forms of documentation
- Support to generate metrics and data for internal use and stakeholder reporting
- Provide timely, accurate, and effective communication to address staff queries and concerns regarding HR-related issues
- Undertake any other roles, tasks, or projects as delegated by the Head of HROD, especially when there are team member absences or specific needs for specialised support.

Minimum qualifications and experience

ESSENTIAL

- Bachelor's degree in human resources, business administration, or a related field. Master's degree is highly preferred.
- Minimum of 1-2 years of experience in an HR role
- Demonstrated experience in administrative support, including meeting and event planning
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with Human Resource Management Systems (HRMS)
- Excellent written and verbal communication skills
- Ability to facilitate clear and efficient communication across various departments
- Proven ability to manage multiple tasks and projects simultaneously
- Detail-oriented with strong documentation and record-keeping abilities
- Ability to work well in a team and adapt to a multicultural work environment
- Knowledge of organisational policies and legal standards relating to HR

DESIRABLE

- Experience in an international development organisation

Reporting and supervising

The HR Assistant will report to the Head of HROD. The HR Assistant will also work in close collaboration with different programmes and units within the organisation.

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Occasional travel in the HKH region will be required. Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines), and there are good local and international schools and a low crime rate. Nepal offers amazing trekking trails, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

Duration

One year, with a probation period of three months. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

Remuneration

This is a local position for Nepali nationals only. Remuneration is commensurate with experience and qualifications. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package, which includes a provident fund, health insurance, severance pay, children's education grant, and paid leave (30 holidays and 10 public holidays per year).

About ICIMOD

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is the leading institute for the study of the Hindu Kush Himalaya (HKH). An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 40th year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

Diversity, equity, inclusion, and safeguarding

ICIMOD's human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct [including child abuse], by our staff, representatives, or stakeholders is not condoned or tolerated.

Method of application

Applicants are requested to apply online before November 5, 2023 (11:59 PM Nepal Standard Time) through <https://merojob.com/human-resources-assistant-6/>.

Only shortlisted candidates will be notified.

