

## Trust for Democratic Education and Accountability

---

### Terms of Reference

#### Annex-1

**Title:** Human Resources Manager  
**Reports to:** Deputy Director of Operations  
**Location:** Islamabad

#### Job Purpose

The Human Resources Manager will be responsible for all TDEA's HR matters and functions. These include, among others, recruitment & selection, training and development, compensation and benefits, performance management, employee engagement and relations, conflict management, labour laws, audit and compliance, workforce planning and reporting as well as liaison with relevant institutions. S/he will provide strategic and operational advice and support to all technical and non-technical managers. The incumbent will be responsible for effective functioning of all HR Units in the TDEA through oversight, guidance, coaching, reviews and instructions. S/he will ensure that processes are being followed and procedural compliance obligations are being met. S/he will provide periodical analyses for bringing existing policies in line with emerging needs, trends and competitiveness and, accordingly, put forth recommendations to the management and Board of Trustees.

#### Key Responsibilities

- Provide strategic guidance on HR matters;
- Contribute towards TDEA's HR policies development based on emerging needs and best practices;
- Ensure compliance and implementation of HR policies in letter and spirit;
- Produce strategic and operational HR data for workforce planning, including related statistical summaries;
- Provide guidance to technical and non-technical managers regarding the organization's procedures and rules;
- Identification of staff training needs and create capacity-building opportunities;
- Carry out workforce planning, organizational structure, and change management in light of the management's vision;
- Management of Annual Performance Appraisals' two cycles, each year in June and December, in a timely manner.
- Ensure probation appraisals are conducted on time and in accordance with HR policy provisions;
- Draft annual HR plans, yearly projections, scenarios, and other related trends for the Board of Trustees and the TDEA management.
- Draft annual, monthly, quarterly HR reports, donor reports, and other periodical reports.
- Review HR records for audit, and draft replies for both internal and external audit observations;

- Provide assistance to Internal Disciplinary Committees in documentation and associated processes; provide policy advice to the Committee, if
- Ensure effective compensation and benefits management;
- Consolidate monthly Payrolls and timely submission to Finance Unit;
- Facilitate staff in matters related to health and life insurance in terms of receiving and processing cases as well as coordinate with the insurance companies;
- Conduct staff orientation sessions and maintain employee relations;
- Review and monitor contracts, issue letters, memos, notifications, certificates and any other documents;
- Process and determine employees' benefits, compensation, salaries' increments and revisions; encashment of leaves etc. at the time of joining, leaving or transfer;
- Maintenance of staff personnel files, attendance and leave records and keep HR records up to date and in safe custody;
- Maintenance and review of a database of all working personnel with their up-to-date employee specifications
- In addition, any other official task(s) assigned by the supervisor or the CEO.

**Reporting:**

- Prepare Monthly HR report and HR related project specific donor reports, which includes periodicals, quarterly and project end reports;
- Update Organogram on Monthly basis;
- Monitor monthly circulation of Attendance Status to all employees and timesheets;
- Generating analytical reports on all Human Resource trends such as timesheets, recruitment and turnover, gender ratio, performance evaluations, leave trends and other surveys, etc.;
- Submit the Management updates about emerging staff needs and future projections.

**Working Conditions:**

This position requires working late in the evenings and sometimes on weekends with challenging multiple tasks. The incumbent will be required to mitigate conflicts and represent HR Unit in various committees including IDC, Recruitment Committee, Termination Committee, COI, Inquiry Committee etc. The incumbent is required to travel as and when required.