


POSITION DESCRIPTION

World Vision International Nepal

	<p>Our Vision: Our Vision for every child, life in all its fullness. Our prayer for every heart, the will to make it so.</p>
<p>Our Values: These core values are the fundamental and guiding principles that determine World Vision's actions.</p> <ul style="list-style-type: none"> ▪ We are Christian ▪ We are committed to the poor ▪ We value people ▪ We are stewards ▪ We are partners ▪ We are responsive 	
<p>WORK CONTEXT/ BACKGROUND:</p> <p>World Vision International Nepal is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. WVIN has been working with the world's most vulnerable people operating in Nepal since 2001. WVIN serves all people regardless of religion, race, ethnicity or gender. It's program aims to improve the well-being of the poor especially children through sustainable development, humanitarian emergency affairs (HEA) and advocacy.</p> <p>WVIN as a Child Safe Organization (CSO) we commit to and ensure "do no harm" in our work with children and communities. Furthermore, we require and promote child safe behaviors at work as well as in personal life. Every individual affiliated with WVIN is responsible and accountable to comply and promote with the standards of CSO.</p> <p>The People & Culture (P&C) function exist to ensure WVIN has the right people and capabilities to reach its strategic objectives.</p>	

Key Position Information			
Job Title	Senior Manager, P&C		
Position Reports To	National Director		
Position Location	National Office		
Position Purpose	The Senior Manager – P&C exists to lead the P&C function, and support the Senior Leadership Team (SLT) to reach WVIN's strategic objectives. The Senior P&C Manager will lead strategic planning for the P&C function, ensuring alignment between the team's activities and global strategic imperatives. The role will work to ensure the broader P&C function delivers effective fit-for-purpose business support to enable staff engagement, leadership development, organisational performance and end-to-end support for key people processes.		
No. Direct Report:	TBC	Position Supervised	TBC
Grade	16	Date updated:	March 2018
Financial Authority	As per LOA	Decision Making Authority	The role is expected to work autonomously under the direction of the National Director
Budget	As agreed with ND		

Important Functional Relationships		
External	Internal	Committees/Groups
Lawyers and other Vendors (for example, Employee)	National Director	

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Assistance Program providers)		
Asia Pacific Regional P&C	SLT	
	All WVIN Managers	
	WVIN employees	

Key Objectives of the Position

The position is accountable for the following:

Expected End Results	Weight (%)	Indicators
Support Senior Leadership Team to deliver strategic objectives	35%	<ul style="list-style-type: none"> Partner with the Senior Leadership Team to ensure people-related initiatives aligned to WVIN's strategy are delivered on time and in full. Lead major change management programs across the organisation and coach leaders in managing change programs using change management methodologies. Manage strategic P&C functions for WVIN including workforce planning, employee engagement, remuneration and benefits, leadership development, talent identification and succession planning. Coordinate with Asia Pacific Regional P&C to ensure adequate Learning & Development support to WVIN.
P&C Team Management	35%	<ul style="list-style-type: none"> Develop and deliver annual strategic plan for P&C function. Ensure P&C activities align to WVIN strategic objectives and global imperatives (for example, OurPromise 2030, OurVoice and the LEADER strategic framework). Provide functional P&C leadership across a number of P&C processes to ensure people practises are fit for purpose in accordance with the needs of the organisation – for example, employee relations, performance management, recruitment and staff care. Accountable for maintaining and aligning WVIN Staff Handbook and key policies in line with global WVI policies and Nepal Labour Law Accountable for OurPeople system, particularly data accuracy, and arranging appropriate training of Superusers, recruiters, hiring managers, ESS and MSS access
Strategic Partnering & Employee Relations	30%	<ul style="list-style-type: none"> Regular 1 on 1 meetings with Directors and

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		<p>identified managers (as per client group allocation)</p> <ul style="list-style-type: none"> • HR systems, processes and policies are embedded and used appropriately in relevant client departments. • Participation in the implementation of departmental strategies and business plans/workforce plan. • Work with the relevant Directors to ensure reporting relationships, organisational structure, values and cultural norms of relevant client departments are aligned to organisational policies, values & best practise. • Management of employee relations issues within client groups • Work with Directors and Managers within client group to ensure Performance Management is embedded in the department – on time and to standard. Work with Directors and Managers to address any performance issues in a timely manner. • Conduct exit interviews as required for outgoing staff within client group and provide feedback to relevant stakeholders.
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Person Specification		
Education	A Masters degree in Human Resources/Organisational Development or similar	Preferred
	Bachelors' degree in Human Resources, Organisational Development or similar	Essential
Skills	Develop strategic business solutions and adapts Human Resource priorities to enable delivery of organisational level strategic goals	Essential
	Facilitation skills to engage a Leadership level audience in decisions and follow through on outcomes	Essential
	Analytical skills to identify insights from people metrics, change data and engagement results	Essential
	Strong leadership ability to coach and mentor P&C team	Essential
Knowledge	Human Resources functional capabilities: Recruitment, HR Metrics, Remuneration, Performance Management, Employee Engagement, Leadership Development, Change Management	Essential
	Knowledge of employee relations procedures and Nepal Labour Law	Essential
Experience	At least 3-5 years of experience in the related field	Essential
	Demonstrated ability to lead teams and influence peers to ensure alignment with organisational policy and strategic objectives	Essential
	Demonstrated ability to lead successful change projects ensuring the integration of strategy, culture and capability requirements	Essential
	Demonstrated coaching of senior leaders in both the 'how' and the 'what' to achieve organisational goals	Essential

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Work Environment	Kathmandu National Office
Core Capabilities	
Achieving Capabilities:	Achieving quality results and service Communicating information effectively Practicing accountability and integrity
Self-Managing Capabilities:	Learning for growth and development Demonstrating WVIN's values and behaviours
Thinking Capabilities:	Thinking clearly, deeply and broadly Practising innovation and change Understanding World Vision mission and operations
Relational Capabilities:	Influencing individuals and groups Building collaborative relationships Practicing gender and cultural diversity

Prepared by Sarah Williams – People & OD Director		Date 16 April 2018
Manager		Date
Position Holder		Date
Date of Appointment		