

Job Description

JOB TITLE	Human Resource Development Advisor	REPORTS TO	HR Team Leader	LOCATION	Kathmandu based with travel to UMN cluster locations as needed
OBJECTIVE OF THE JOB	The job holder will provide professional HRD support to all UMN teams in order to realise a continuous improvement in how people are developed within the organisation.				
AREAS OF RESPONSIBILITY	DECISION MAKING		QUALIFICATION & EXPERIENCE		
<p><i>HRD Systems & Processes</i></p> <ul style="list-style-type: none"> ▪ Maintain, evaluate and (re)design systems and processes that encourage and facilitate consistent and sustainable HRD throughout the organisation, aimed towards realisation of our organisational objectives and in line with our organisational values. ▪ Orientate the organisation, teams and individual staff about systems, methods and tools that support HRD. ▪ Coach Line Managers in how to develop their individual team development plans and to build team work with innovation and creativity. ▪ Find ways to encourage all staff to take ownership of their own professional development. <p><i>Identification of HRD Needs</i></p> <ul style="list-style-type: none"> ▪ Identify training and development needs within the organisation using existing systems; through job analysis, appraisal system, professional development plans and regular consultation with the Leadership Team – Clusters (LT-C) and Team Leaders. ▪ In consultation with the LT-C and Line Managers, help to identify other staff demonstrating potential or interest in leadership development. <p><i>Means for HR Development</i></p> <ul style="list-style-type: none"> ▪ Design training and development programmes based on both the organisation's and the individuals' needs. ▪ Manage availability of information and orientation regarding UMN's policies. ▪ Manage availability of information and orientation regarding UMN's People Management Framework. ▪ Devise a training and development strategy for the organisation with particular emphasis on leadership and management development. ▪ Keep the organisation, teams and individuals informed about available sources for development such as trainings, orientations, (online) materials, other's learnings, etc. ▪ Network and build relationships with other training experts, thus helping UMN to access and assess external training opportunities, within and outside Nepal. ▪ Research new technology and methodologies in workplace learning, including e-learning techniques, and where relevant, be involved in the creation and/or delivery of e-learning packages. 	<ul style="list-style-type: none"> ▪ Make recommendations to leadership regarding improvements in HRD. ▪ Part of a panel with decision making authority for applications for exceptional HRD funding needs. ▪ Contribute to recruitment/assessment of potential staff by helping to assess training potential. ▪ Guide decision making regarding UMN's HR Strategy. 		<ul style="list-style-type: none"> ▪ Degree in Human Resource Management or Education or related field, preferably at master's level. ▪ A generalist with exposure to many areas of people management and hands on practical experience. ▪ Knowledge of adult learning methods. ▪ Several years of working experiences in training and mentoring. ▪ Ideally would have some cross-cultural work experience. 		
	DIMENSIONS		SKILLS, ATTITUDES, BEHAVIOURS		
	<ul style="list-style-type: none"> ▪ Coaching for line as requested and appropriate. ▪ Manage relationships with HRD providers. ▪ Mentor and coach the HR & Administrative officer. ▪ Work closely and flexibly with the HR & Support Services Team. 		<ul style="list-style-type: none"> ▪ Must be a self-starter, self-motivated, proactive and result oriented, creating new opportunities as well as making decisions within the scope of the job. ▪ Excellent planning, organising and monitoring skills. ▪ Good interpersonal skills with ability to build trust in relationships, and to gain the confidence of line managers and staff alike. ▪ Creative problem solver, good resource investigator and have good analytical skills. ▪ Sound communication skills to deal effectively with coaching, mentoring and training needs of the organisation. ▪ Good IT and information management skills. ▪ Seeking to model all UMN values and vision. ▪ A good trainer and coach, able to build the capacity of others. ▪ Good persuading and influencing skills; able to enthuse others. 		

<p><i>Delivery</i></p> <ul style="list-style-type: none"> ▪ In consultation with the LT-C and Line Managers, provide and/or facilitate orientations, workshops and trainings that meet the HRD needs in the organisation. ▪ In consultation with the LT-C, train, mentor and capacity build senior staff in their leadership roles. ▪ In consultation with the LT-C and Line Managers, begin to build the capacity of other staff demonstrating potential or interested in leadership development. ▪ Assist Line Managers in identifying suitable development resources and enthuse them with creative ideas and possibilities for professional development of staff. ▪ Obtain, record and publish feedback from staff following their attendance at events that relate to learning, such as trainings, workshops, seminars and conferences. ▪ Monitor HRD plans throughout the organisation. <p><i>Other</i></p> <ul style="list-style-type: none"> ▪ Contribute to the development & implementation of the overall HR Strategy. ▪ Monthly, coordinate creating and publishing the HR Monthly Newsletter in collaboration with HR, Site Management and IT Services. ▪ Annually, coordinate, carry out, analyse and share findings of the UMN Staff Survey. 		
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