

## MOJAZ Foundation

**Job Title:** HR & Safeguarding Officer  
**Reporting To:** Program Manager-HR and Project Coordinator  
**Job Status:** Fixed term Contract for 3 months  
**Job Location:** Field Office Shaheed Benazirabad

### Job Purpose / Summary:

HR & Safeguarding Officer is responsible for managing all the HR related functions in an outstanding manner to support projects & programs in executing all plans through providing effective and efficient HR functional support. Furthermore this position will also train and supervise project staff with regarding to safeguarding.

### Duties and Responsibilities:

- Assist the Program Manager-HR in all HR matters including appointments and related correspondence,
- Draft routine letters, memorandums, office orders etc.,
- Maintain an up-to-date filing system, and serve as custodian of all files and correspondence in the Head Office,
- Organize functions and events as required,
- Maintenance of personal files, contracts and their amendments if applicable,
- Arrange performance appraisal for staff when needed or required,
- Notification of office timings and public holidays etc.,
- Developing TORs for the staff,
- Responsible to identify training needs for community and staff trainings and subsequent arrangement of such events on regular basis,
- Responsible to Establish liaison with line agencies, Government departments, NGOs and donors for coordination and facilitation of training events,
- Responsible to Facilitate the Field Staff in planning, designing and initiating HR activities according to the community needs,
- Responsible for documentation of all correspondence from Head Office, Field Offices and Donors etc. systematically,
- Responsible to monitoring all HR related activities and ensure its formalities i.e. criteria, documentation etc.,
- Maintain signed safeguarding policy for all the project staff, vendors and beneficiaries where applicable
- Organize short sessions followed by refreshers on safeguarding protocols, reporting and investigation process
- Maintain documentation of all safeguarding related activities
- Arrange exit interviews and ensure smooth handing over processes are thoroughly documented

## **PERSON SPECIFICATION**

### **Essential:**

Masters in degree in human resources management (HRM), organizational development or business administration.

At least 03-05 years' work experience

Must be computer literate with a comprehensive knowledge of MS, Excel

Good communication & team building skills

### **Desirable:**

Knowledge of development issues & concepts

Experience of fund raising and donor coordination

Experience of working in an insecure environment

Can work under stress and be able to meet tight deadlines

### **Special Skills, Aptitude or Personality Requirements:**

Active team player

Adaptable and flexible

Willing to travel to remote field areas with basic living conditions

Ability to regulate own time and perform to deadlines.

Command of MS Office

Capacity building and training skills

Good interpersonal and communication skills

Report writing skill

Analytical and problem solving skill

### **Accountability:**

Accountable as per above mentioned duties and Responsibilities

### **Authority:**

As per duties and responsibilities

## **MOJAZ Staff Code of Conduct and Programme Participant Protection Policy of Concern**

MOJAZ Foundation has a staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of MOJAZ staff, consultants, visitors to the programme and partner organizations, and the standards of behaviour expected from them. In this context staff have the responsibility to the organization to strive for, and maintain, the highest standard in day-to-day conduct in their workplace in accordance with MOJAZ's core values and mission.

Any candidate offered a job with MOJAZ Foundation will be expected to sign the Programme Participant Protection Policy of CONCERN and the MOJAZ Staff Code of Conduct as an appendix to their contract employment.

Any breach of MOJAZ Staff Code of Conduct or the Programme Participant Protection Policy by employees of MOJAZ Foundation during the course of their employment will result in disciplinary action up to, and including dismissal.

Name (Employee)

Signature

Date

Name (line Manager)

Signature

Date