

TERMS OF REFERENCE FOR Expert - HR

Job Title:	Expert -Human Resource
Location:	Dehradun, Uttarakhand with frequent travel to project cities and other places as per the project requirements
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director PMU UDRP (The World Bank) Uttarakhand Dehradun
Responsible for:	Maintains and enhances the UDRP human resources (across PMU and PIUs) by planning, implementing, and evaluating employee performance, and human resources policies, programs, and practices

Background In June 2013, the north Indian state of Uttarakhand and adjoining regions experienced heavy rainfall due to a cloud burst causing devastating landslides and flash floods. The rainfall during the period of June 15 – 18 recorded to be 375 % above the normal rainfall resulted in a total human live loss of 580 as reported by the State Govt. of Uttarakhand (GoU) with more than 5400 still reported as missing. The region is amongst the country's most important pilgrimage centers and the disaster occurred during the peak pilgrimage season leaving over 70,000 tourists and over 100,000 locals stranded in the upper reaches of the mountain terrain. As per the preliminary assessment report by the GoU and UN, total local population affected is recorded as 110,000, 4200 villages affected, 9200 cattle / livestock lost, 3320 houses fully damaged. The Government of Uttarakhand was extremely proactive in relief operations in the immediate aftermath of the flood and also received support from GoI for this. The project will support the recovery of communities from the flood event in the priority affected districts of Uttarakhand.

Job activities

- Assist in the recruitments, interviews, tests, and selects employees to fill vacant positions.
- Development of HR policies and Develop and maintains a human resources system that meets top management information needs.
- Consult legal counsel to ensure that policies comply with State law.
- Oversee the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments
- Keep records and suggest actions to management of promotions, transfers, performance reviews, and terminations, and employee statistics for reporting.
- Advise management in appropriate resolution of employee relations issues.
- Respond to inquiries regarding policies and procedures.
- Administers performance review program to ensure effectiveness, compliance, and equity within organization. Administers salary administration program to ensure compliance and equity within organization.
- Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.(only applicable plans)
- Investigates accidents and prepares reports for insurance carrier. Coordinates Safety Committee meetings and acts as Safety Director.
- Prepare budget of human resources operations.
- Represent organization at personnel-related hearings and investigations.

Personnel specifications

- Postgraduate (MBA) in HR management.
- Minimum of 3years human resource experience, preferably in external aided projects
- Outstanding communication and presentation skills
- High level of interpersonal skills and integrity
- Good team player
- Good knowledge of Hindi and English.