



Lao People's Democratic Republic  
Poverty Reduction Fund

## Terms of Reference

<b>Position</b>	<b>Head of Human Resource Unit</b>
<b>Position Number</b>	PRF-601
<b>Number of Position/s</b>	1
<b>Location</b>	Central office Vientiane with a maximum of 30% of time spent in the field, visiting provincial and district offices
<b>Supervisor</b>	Executive Director
<b>Technical Counsellor</b>	STA, Consultants
<b>Close coordination with</b>	Head of Divisions, HR. Officer, Provincial Coordinators and District Team Leaders
<b>Duration</b>	A one-year contract with an initial probation period of 6 months Renewal subject to PRF organisational requirements, budget, and performance reviews

### A Summary of Role

The Head of the Human Resource Unit (HoHR) is responsible for the development, implementation and promotion of PRF Program (Program) human resource management policies. The HoHR must be an excellent communicator, able to maintain impartiality and confidentiality and manage routine HR administration practices; such as HRIS, payroll instructions, leave management. The HoHR in partnership with Supervisors is responsible for facilitating: workforce planning, recruitment of staff, on-boarding and management of probation, monitoring and managing staff performance, and staff exits.

### B. Roles and Responsibilities

#### Management and Oversight

1. As a member of the Poverty Reduction Fund Program management Team (PMT) work closely with the Executive Director and the Heads of the other Divisions/Units to ensure the PMT is committed and leading Project planning and implementation
2. Present Unit annual master plan and budget plus quarterly unified budget and work plan to PMT
3. Cooperate with the other PMT members at the central level for consolidation and finalization of the Program Annual Master Work plan and Division quarterly work plan with related budget to be submitted to the donors for approval (For each component and Budget allocation).
4. Participate in all PMT meetings
5. Coordinate with other Heads of Divisions/Units and targeted provinces to develop and review job descriptions, job classification for all positions reflected in the PRF Organizational Chart
6. Coordinate with the Head of Section and units within the PRF in Vientiane and targeted provinces for the preparation of Terms of Reference (TOR) for new and existing positions reflected in the Organizational Chart of the PRF;
7. Lead an manage recruitment and selection and ensure process are strictly conducted in accordance with procurement guidelines and Finance & Administration Manual;
  - a. Responsible for scrutinizing and shortlist the candidates
  - b. Evaluate the expression of interest applied by applicants and submit it to concerned Heads of Divisions for interview, consideration and evaluation;
  - c. Prepare documents for interview and meeting of the Selection and recruitment Panel.
8. Prepare contract and Special Service Agreement (SSA) for any recruitment and draft all related forms like Personnel Action form, designation, change or revocation of beneficiary form, performance evaluation form, clearance form etc...

9. Coordinate the development, implementation and revision of PRF HRM manual
10. Oversee the maintenance of the PRF Human Resource Information System (HRIS – database system)
11. Oversee, monitor and report on staff leave, absence and attendance
12. Arrange for necessary document relating to any termination/separation of staff upon their completion of assignment with the PRF
13. Monitor personnel date contract, summarize salary increment and informs to supervisors for consideration
14. Ensure all documents are appropriately and securely archived and on staff file, roster of candidates file, confidential file and other administrative documents
15. Responsible for matters related to personnel issues, including but not limited to updating staffing table and manning table, preparing staff salary assessment as required
16. Ensure all investigations and management of breeches in code of conduct, misconduct, and fraud are well documented and treated with the utmost sensitivity and confidentiality
17. Coordinate with the Heads of Divisions/Units within the PRF in Vientiane and targeted provinces for the preparation of the selection of outstanding staff for annual award
18. Ensure that all staff has been provided properly staff benefits in accordance with staff welfare and policy (life and Accident Insurance, medical treatments/check up);
19. Ensure all PRFP staff have valid ID cards

### Capacity Building

20. Work with consultant/s and Heads of Division to:
  - a. Observe, analyze and appraise staff training needs and set up training plans (monthly, quarterly, yearly etc) for each staff categories;
  - b. Monitor and evaluate training progress and write reports after completion of each course;
  - c. Review and assess existing training providers (consultant companies or training centres);
  - d. Conduct the selection process of the most suitable training providers and draft the contract between them and PRF;

### Communication, Collaboration & Team Work

21. Oversee the coordination of regular staff performance appraisals
22. In partnership with Heads of Divisions/Units coordinate contract renewal offers
23. In partnership with supervisors provide counselling and guidance to all staff in regards to career advancement, development needs, and learning opportunities;
24. Provide advices to staff on any issues related to rules and regulations governed by the PRF.
25. Coordinate the management of staff orientation an probation with Supervisor
26. Lead the bi-monthly recognition award process for the Reward and Recognition Management Committee, and collaborate with communication and ICT Officer to ensure awards and profiles are published on PRFP website and in newsletters.

### Monitoring Analysis and Reporting

27. Present monthly staffing status and performance exception report to PMT including but not limited to: admin events, leave, vacancies, recruitment, investigations, and incidents

### Other

28. Comply with PRF principles and Code of Ethics and Conduct
29. Within scope of responsibility promote and explain PRF principles and processes to GoL representatives, donors, concerned parties and NGOs
30. Accomplish other tasks as requested by Supervisor, according to project needs

## **C. Position requirements**

- Masters University Degree in Business Administration / Public Administration, Human Resource Management;
- A minimum of 8 years relevant technical working experience, and at least 5 years of experience managing and leading a Human Resources Management Team;
- Experience in developing and implementing HR policies, guidelines and instructions
- Experience in adopting gender mainstreaming through HR practices and activities
- Experience working with State Organization and in a related environment;
- Familiarity with government and foreign aid project operations;
- Experience or knowledge of staff management, policies, rules and regulation of project financed by the World Bank will be advantage;

*Personal Attributes*

- Ability to lead and guide other staff.
- Displaying good team spirit and openness and flexibility to learn new skills and techniques.
- Ability to work independently, within the framework of the project's requirements.
- Well-developed organization and task prioritization skills.
- Good practical and problem solving skills.
- Excellent communication and inter-personal skills.
- Honest and able to maintain confidentiality
- Fluency in English and Lao (writing, editing, reporting and speaking).
- Good command of Microsoft Office (Word, Excel, Power Point, Email and Internet);
- Sensitivity towards gender and ethnic issues.