

TERMS OF REFERENCES (TOR)

Project: Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER)

About the project:

The Government of Meghalaya has launched the Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER) that aims to nurture holistic development of adolescents who are between the ages of 9-19 in Meghalaya through a multi-sectoral approach. The project shall target critical challenges faced by adolescents in the state; i.e., reducing teenage pregnancy and school dropout rates, improve their mental well-being and encourage them to develop career aspirations. The project design will be guided by an age based skills competency framework that will be developed and facilitated by programme managers and state experts, outlining the set of knowledge, skills, and behaviours that the state envisions. To ensure a broad coverage, the project will deal with adolescents who are both currently enrolled in, and dropped-out of school, in addition to strengthening the capacity of relevant state institutions.

The project proposes a set of coordinated multi sectoral interventions to improve the human capital outcomes of adolescent boys and girls aged 9 to 19. These interventions aim to build productivity and resilience of the current cohort of adolescents so that they can contribute to the sustainable economic growth of the state of Meghalaya.

Position-5: Manager (HR & Admin)

Essential Qualification: Master degree/ Post Graduate Diploma (min two years duration) in Human Resource (HR) Management/ HR Development/Administrative Management from any Govt. recognized University/Institutions. Bachelor's degree in any related field is also acceptable with exceptional & demonstrated skills and experience in HR & Administrative functions.

Required Experience:

1. For Post-graduates, Minimum 05 years of relevant experience in supervisory level in general human resource management & administrative functions. For Bachelors, minimum of 07 years of experience in supervisory level in general human resource management & administrative functions.
2. Expert in manpower planning, recruitment, training, compensation & benefits, performance appraisal management, employee welfare and relations, etc.
3. Experience in document/e-office/file management and tracking, electronic mail management and filing, supporting procurement functions, management of office logistics, service contracts and fleet management would be desirable.
4. Sound knowledge in human resource functions and HR administration.

Essential Skills & Attributes:

1. Good written and verbal communication skills.
2. Strong interpersonal skills and ability to establish working relations with various departments and units within and outside the organisation.
3. Demonstrated strong values and professional integrity.

4. Excellent decision making & problem making skills.
5. Expert in basic computers like Word Processing, Spreadsheets and PowerPoint Presentation.
6. Excellent management and leadership skills to motivate employees across the board.
7. Proven strong track record in developing, drafting, implementing and explaining employment policies and practices.
8. In-depth knowledge of labour law, regulations, and guidelines related to HR policy and contract negotiations.

Detailed Tasks and/or Expected Output

The detailed tasks include:

1. To provide support to the Project Lead/Project Director in delivering Project's overall strategic objectives;
2. To assist the Project Lead/Project Director in researching and following up with actionable or open points which fall within the Project Director's purview;
3. To assist Project Lead/Project Director in updating/developing and implementing HR policies and procedures;
4. To oversee the recruitment, selection, on-boarding of new human resources and day-to-day administrative operations;
5. To maintain HR records, keep track of contract dates for all staff, consultants and ensure timely renewal for same in discussion with Project Lead/Project Director;
6. To coordinate and organise trainings to the staff from time to time;
7. To provide administrative support in the delivery of assignments and initiatives on behalf of the Project Lead/Project Director's office;
8. To ensure all correspondence and relevant materials are produced in a timely and accurate manner to all internal and external stakeholders;
9. To maintain, update and manage an accurate electronic database of all relevant information;
10. When required, assisting the Project Lead/Project Director in meetings which may include taking meeting notes and/or preparing pre-meeting debriefs;
11. To maintain a close liaison with the World Bank and other agencies/ departments regarding the ongoing activities under the Project Lead/Project Director, clearly indicating priority of appointments and competently handling subsequent coordination;
12. To undertake any other duties which are consistent with the basic objectives and or/ duties of the post as directed by the Project Lead/Project Director.

Duration of the Assignment/Contract:

The assignment duration is one year with a provision to extend annually during the project period up to coterminous with the project completion period subject to satisfactory performance, whichever is earlier.

Terms and Conditions

The contract is subject to performance evaluation review, conducted at midpoint or annually, whichever comes first. The review shall be based on achievement of assignment specific outputs on time and on budget. Any changes in stated outputs need to be approved by the management. The management reserves the right to terminate the contract i) if outputs are not achieved on time and at a quality level acceptable to the project/organisation; ii) services are no longer required or iii) for any other reasons in the interest of the project. Pre-termination of the contract is subject to a one month notice period.