

## Helen Keller Intl Nepal Job Description

### People & Culture and Admin Officer, Nutrition for Life Kathmandu

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

#### Background

The Lifesaving Nutrition for Life project aims to protect vulnerable women and children in five high-burden districts in Nepal – Banke, Bardiya, Siraha, Saptari and Sarlahi. The program will deliver essential health and nutrition services—including screening and treatment for acute malnutrition, maternal and newborn nutrition support, and vitamin A supplementation—while strengthening the skills of health workers, community volunteers, and local health facilities. By reaching children under five, pregnant women, and high-risk infants, the project seeks to prevent a worsening child survival crisis and safeguard families from malnutrition and mortality.

#### Position Overview

The People & Culture (P&C) and Admin Officer will support both P&C (80%) and Administration (20%) functions. The officer will contribute to comprehensive administrative and operational support across all areas of People & Culture, including recruitment, onboarding, employee records management, insurance, and exit formalities. In Administration, the role will coordinate maintenance, support events and meetings, maintain inventory and documentation, and ensure smooth day-to-day functioning of the office. The position ensures compliance with organizational policies, and effective coordination with staff, management, and external stakeholders.

#### Functional Relationships

Direct Reporting: People & Culture Manager

Dotted Line Reporting: Senior Operations Manager

#### Key Responsibilities

##### Recruitment

- Provide overall administrative support for the recruitment process, including drafting vacancy announcements and raising purchase requisitions for posting vacancies in job portals or newspapers.
- Ensure interview plans, communication with candidates, invitation of panel members, and booking of interview rooms are managed on time.

- Communicate promptly with successful candidates and conduct reference checks.
- Provide support in issuing offer letters and employment contracts.
- Ensure proper documentation of the entire recruitment process from start to finish.

### **People & Culture Operations & Administration**

- Ensure accurate, timely, and up-to-date records of all Helen Keller Nepal staff and reflect any changes in the HRIS system.
- Maintain and update HR-related files and records in both hard copies and e-copies, ensuring full confidentiality.
- Support the onboarding of new staff by scheduling their induction program.
- Ensure all new staff are enrolled in the Social Security Fund (SSF).
- Arrange and prepare PRFs for ID cards, SIM cards, visiting cards, and other requirements as necessary.
- Maintain and update the People & Culture record tracker for probationary periods, performance management, mandatory learning courses, and follow up with staff as required.
- Coordinate with the insurance company regarding staff insurance matters, including enrollment, payments/refunds, and medical reimbursements.
- Provide support in preparing staff contracts, contract modifications, and official letters such as experience letters.

### **Leave and Timesheet**

- Ensure timely submission and approval of monthly timesheets in JournyX.
- Support staff in addressing any queries related to JournyX.
- Generate monthly leave reports and circulate updated leave balances to team members.

### **Employee Exit**

- Coordinate the employee exit process, ensuring all documentation, final payments, personal records, and release letters are completed.

### **Operations & Administrative Support**

- Help maintain and update inventory of office equipment, supplies, and assets.
- Coordinate office maintenance, repairs, and service requirements.
- Support in organizing meetings, workshops, and events, including venue booking, refreshments, and logistics.
- Manage filing and documentation of administrative records.
  - Assist in organizing storage spaces and ensuring accessibility of office

supplies.

### Qualifications

- Bachelor's degree or higher in management from a recognized college/university in relevant field.
- Minimum of 3 years' experience in Human Resources, Administration or Management is required.
- Strong organizational and administrative skills with keen attention to detail.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Good communication and interpersonal skills for effective coordination with staff and external stakeholders.
- Proficiency in MS Office and familiarity with HRIS.
- Ability to manage multiple priorities, meet deadlines, and work both independently and as part of a team.
- Knowledge of Nepal labor laws, Social Security Fund processes, and HR best practices is an advantage.

### Fairness, Belonging and Zero Tolerance to Abuse

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multicultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

### To Apply

Qualified candidates should submit a **cover letter and resume** for the interested position to [Nepal.Recruitment@hki.org](mailto:Nepal.Recruitment@hki.org), clearly mentioning the **Position Title** in the **subject line** of the email. The deadline for applying is **October 17, 2025**.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller fosters an environment of fairness and belonging for our workforce.

Helen Keller is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.