Terms of Reference (TOR)
Position Title: HR Officer
Institution: Model Institute of Technology (MIT), Kamaladi, Kathmandu
Job Type: Full-time
Required Number: 1

1. **Preferred Discipline Areas of Specialization:**

To support effective HR and administrative operations at MIT by managing recruitment, employee records, attendance, leave, onboarding, employee engagement, HR documentation, and policy implementation. The position will also support student placement, library/learning-resource operations, institutional events, and other administrative activities.

2. Required Qualifications:

- Bachelor's degree in Management, Human Resource Management, Business Administration, or a related field; Master's degree in HRM or Management will be an advantage.
- Knowledge or training in HR practices, labor regulations, and general administration is preferred.
- Minimum 2 years of relevant HR or administrative experience, preferably in an academic institution; experience in any HR specialization will be considered.

3. Experience:

- Minimum 2 years of relevant experience in HR, administration, recruitment, employee records, attendance, leave, onboarding, and HR reporting; experience in an academic institution will be an advantage.

4. Main Roles and Responsibilities:

R.1. Recruitment and Onboarding:

- Coordinate vacancy announcements, candidate screening, interviews, and selection processes
- Prepare recruitment documents and communicate with candidates
- Coordinate joining formalities, employment contracts, and employee orientation

R.2. Employee Records and HR Administration:

- Maintain accurate, confidential, and up-to-date employee records, including contracts, attendance, leave, and performance-related documents.
- Prepare and issue HR letters, certificates, reports, and other official HR documents as required.
- Maintain systematic digital and physical HR filing and documentation systems**,** ensuring proper organization, accessibility, security, and confidentiality.

R.3. Attendance, Leave and Employee Support:

- Monitor attendance, leave, punctuality, and related HR matters

- Respond to routine employee queries and provide HR support
- Support employee welfare, engagement, and institutional activities

R.4. HR Policies and Performance Management:

- Support the implementation and updating of HR policies and procedures
- Assist with performance appraisal and employee evaluation processes
- Support employee relations, grievance handling, and disciplinary documentation when required
- Ensure HR practices comply with institutional policies and applicable labor regulations

R.5. Student Placement and Industry Coordination:

- Coordinate student internships, job placements, and career opportunities by liaising with companies and relevant industry partners.
- Support career fairs, employer interactions, recruitment drives, and other career development activities.

R.6. Institutional and Administrative Support:

- Coordinate institutional events, orientations, workshops, seminars, and employee activities
- Support field-trip arrangements, including travel, accommodation, and documentation
- Coordinate with academic and administrative departments for smooth institutional operations
- Perform other HR and administrative duties assigned by management

R.7. Professional Conduct and Institutional Values:

- Maintain professionalism, confidentiality, integrity, and fairness in all HR activities
- Promote a positive, respectful, and supportive workplace and learning environment
- Support the institution's mission, values, and organizational objectives

R.8. IAU Coordination and Documentation:

- Coordinate with International American University (IAU) on required employees, and institutional matters.
- Prepare and maintain correspondence, reports, and supporting documentation in coordination with IAU regarding employee-related matters.

5. Working Base:

- **85% office-based**
- **15%** involvement in institutional events, recruitment activities, student placement, field trips, and other operational activities.

6. Skills and Abilities:

Strong communication, interpersonal, organizational, and time-management skills, with good knowledge of HR and administrative practices; ability to manage multiple

tasks, meet deadlines, maintain confidentiality and accurate records, coordinate effectively with management, faculty, staff, and students, solve problems efficiently, and use MS Office and relevant HR/library management systems.

7. Additional Responsibilities:

The above responsibilities are not exhaustive. The position holder may be assigned other reasonable HR, administrative, student-support, learning-resource, and institutional duties by management.

8. Reporting Line:

Reports to: CEO