Terms of Reference: HR and Learning Resources Officer

Position Title: HR and Learning Resources Officer

Institution: Model Institute of Technology (MIT)

Contract Type: Full-Time

1. About MIT:

Model Institute of Technology (MIT) offers a diverse range of management and technology programs at both the undergraduate and graduate levels. With a firm commitment to academic excellence, MIT has established an affiliation with the International American University located in California, USA. Moreover, The College has received official approval from the Ministry of Education, Science, and Technology, Government of Nepal, which recognizes the high standards and quality of education imparted by MIT.

2. Position Overview:

The HR and Learning Resources Officer at MIT is a hybrid role combining human resource management and library administration. This position requires managing and organizing academic resources, overseeing HR operations, and ensuring efficient knowledge dissemination throughout the institution. The ideal candidate will support both organizational development and resource management, fostering a collaborative and knowledge-driven environment.

3. Roles and Responsibilities

The Knowledge and HR Officer is expected to perform the following key duties and responsibilities:

Recruitment & Onboarding:

- Post job vacancies on appropriate platforms and communicate openings effectively.
- Assist in the end-to-end recruitment process, including candidate screening, interview scheduling, and onboarding.

- Organize orientation programs for new employees and ensure a smooth onboarding experience.
- Facilitate job placement opportunities for students by liaising with industry partners.

Employee Records & Compliance:

- Maintain accurate and up-to-date records of employee information, including contracts, attendance, and performance evaluations.
- Ensure compliance with labor laws and institutional policies, updating HR procedures as needed.

HR Policy Development & Implementation:

- Assist in developing and enforcing HR policies related to employee conduct, benefits, and workplace regulations.
- Ensure confidentiality and ethical handling of HR matters.

HR Reporting & Documentation:

- Prepare and maintain HR reports on staffing, leave management, and other HR metrics.
- Ensure the integrity and security of HR documentation.

Library Operations and Maintenance:

- Ensure the day-to-day functioning of the physical library.
- Ensure that the library environment is conducive to learning, study, and research.
- Manage library hours and ensure availability of resources for users during operational hours.

Cataloging and Shelving:

- Supervise and maintain the cataloging, shelving, and proper organization of library materials, including books, journals, and multimedia resources.
- Maintain a user-friendly classification system for easy resource retrieval.

Library Resources Circulation Management:

- Monitor the circulation of library materials, ensuring accurate records for check-outs and returns.
- Ensure timely follow-up on overdue materials and manage fines.
- Manage reservations, renewals, and track the usage of library resources.

Resource Acquisition and Maintenance:

- Assist in the selection, acquisition, and processing of new library resources.
- Ensure the acquisition of relevant academic resources as per the institutional faculties' needs.
- Ensure the regular maintenance of physical materials, including binding and repairs of damaged books or other resources.
- Regularly assess the library's collection and make recommendations for new acquisitions or replacements.

User Support:

- Assist students, faculty, and staff with locating and accessing library resources.
- Provide guidance on the borrowing process, library policies, and the use of physical resources within the library.

Library Policy Implementation:

- Develop, implement, and enforce library policies related to the circulation of materials, book lending durations, and fines and HR functions, including resource circulation, employee conduct, and performance management.
- Ensure compliance with institutional policies and procedures in all library operations.

Library Facilities Management:

- Oversee the upkeep of library facilities, including furniture, equipment, and study spaces.
- Report maintenance issues or required repairs to relevant departments.

- Ensure a safe, welcoming, and conducive learning environment for library users.

4. Qualifications & Skills

Educational Requirements:

A Master's degree in Human Resource or Bachelor's degree Management in a related field.

Experience:

- Minimum of 1 year of experience in human resources, or a combined administrative role and academic library operations.
- Prior experience with library management systems and HR documentation is preferred.

Skills:

- Strong organizational and time-management skills, with an ability to manage multiple tasks effectively.
- Excellent interpersonal and communication skills to engage with students, staff, and faculty.
- Proficiency in library management systems and HR documentation processes.
- Ability to develop and implement policies that support the efficient operation of both library and HR functions.
- A keen eye for detail and accuracy, especially in managing library resources and employee records.

5. Application Process:

Interested candidates are invited to submit the followings:

(1) Cover Letter

(2) Completed Application Form

(3) Updated Curriculum Vitae

(4) A copy of citizenship

(5) A copy of latest academic degree

Note: Each document must be submitted in hard copy by the applicant in person. Incomplete applications or submissions via email will not be considered.

6. Equal Opportunity Employer

Model Institute of Technology is an equal-opportunity employer and is committed to fostering an inclusive and diverse academic community. We welcome applicants from all backgrounds, including women, minorities, and individuals with disabilities. For more information about MIT and the School of Information Technology, please visit our website: www.mitnepal.edu.np