

Coordinator - People & Culture

Location: [Asia & Pacific] [Sri Lanka]

Town/City: Colombo - 09

Category: Human Resources

Job Type: Fixed term, Full-time

World Vision is a Christian relief, development and advocacy organisation working with children, families and communities to overcome poverty and injustice. World Vision is dedicated to working with the world's most vulnerable people regardless of their religion, caste, gender or ethnicity. World Vision has been in Sri Lanka since 1977 and currently works through 34 development and relief programmes in 16 Districts across the country.

At World Vision we are passionate about children and committed to bringing fullness of life to the most vulnerable and disadvantaged. Every day for forty years, that is what our team at World Vision has been doing.

We are currently looking for dynamic & creative individuals to join us in our journey of caring.

Coordinator – People & Culture (Human Resources)

Location – Colombo

Job Profile

To provide support and assistance to the Business Partners – People & Culture (Field and Colombo) to maintain good employee/ employer relations in the assigned area of work. Will be responsible to coordinate the People & Culture services and functions of the assigned area of work (Field/ Colombo Office), supporting the Head of Department towards effectively achieving its strategic goal of creating a nurturing environment of trust and respect for its employees by

sustaining and improving the management system in terms of the following: salary and benefits administration, People & Culture administration, service delivery and employee relations.

Major Responsibilities

- Assist in reviewing and updating current People and Culture practices & policies
- Ensure compensation, employee benefits, and human resources programs are within the limits of established standards, procedures, guidelines, and policies of World Vision Lanka and the local labor laws
- Keep personnel files up to date, with minimum/ no missing documents at all times, regularly monitor the check list and compliance of files with the check list
- Ensure the proper maintenance of the system and accurate data at all times
- Supervise the maintenance of leave records and leave utilization process as per the existing policies
- Ensure all information on payroll and benefits payment is submitted accurately and on time through the HR Portal and manually
- Execute all employee termination procedures including advising employees on their rights and any benefits they are entitled to
- Printing ID cards and attend to ex- staff matters and queries

Required qualifications, experience & competencies

- Must have at least five years of sound experience in Human Resources field as an executive, preferably implementing/ facilitating level

- Bachelor Degree in Human Resources/ Management or related Professional Qualification in Human Resource Management
- Previous experience of work in an NGO context
- Analytical and problem-solving skills; good interpersonal skills
- Prioritization, planning and time management skills
- Effective in written and oral communication in English and local languages
- The position requires ability and willingness to travel domestically and internationally up to 20% of the time

World Vision Lanka offers a competitive remuneration package based on individual competence and skills. If you meet the required criteria and wish to apply for this or any of the available vacancies, select the position you wish to apply for & submit your **on-line application** with your CV and details of three non-related referees on or before the given closing date.

Only short listed candidates will be notified.