

HR Manager

Center for Zakat Management (CZM) is looking for a skilled HR Manager to oversee all aspects of Human Resources practices and process including but not limited to people resourcing, learning and development, performance and reward management, and employee relations and well-being. CZM is a fast growing, award winning, highly sociable, pro-poor, faith-based social enterprise headquartered in Dhaka with operational units and projects spread over Bangladesh. As an HR Manager s/he will support the entrepreneurial needs in a growing social sector and ensure appropriate implementation of organizational strategies and objectives. Additionally, s/he will work on all issues pertaining to human resources on day to day basis.

The Role

This is an ideal role for an HR professional with around 5 to 10 years' relevant experience looking forward to undertaking a challenging and dynamic role within an exciting social enterprise. To become successful in this position, the incumbent will have entrepreneurial drive, open-minded, and diligent.

As HR Manager, s/he will be part of the management team and report to the Head of Operations (HOO) while at the same time will keep senior officials including Chairman, CEO and other board members informed. Under the guidance of senior management, s/he will be expected to play a critical role in implementing the HR strategies, and at the same time will be expected to provide evidence-based input in strategic decision making on matters related to people sourcing and human capital development. Ability to articulate (i.e., speak, write, and present) concepts and ideas in professional and academic manner is essential to compete for this position.

S/he will be expected to understand how competitive advantage can be achieved through HR practices and policies in a social enterprise that is different from profit-seeking business organizations. The senior management team in CZM is endeavoring to take the CZM's entrepreneurial activities to next level in terms of social commitment in tandem with its stakeholders. As an HR manager s/he will be expected to understand the evolving needs of specific types of skills and competencies that CZM requires off and on. Therefore understanding the competency framework within contemporary HR theories is essential for the incumbent of this position.

The successful incumbent will play a leading role in instilling the HR practices in line with CZM's existing corporate culture, vision, mission, and objectives.

Specific responsibilities may include:

- a. Identifying the competency needs of the employees in CZM in line with prospective expansion of CZM's projects, and at the same time systematizing and formalizing the recruitment process
- b. Identifying training and development needs of the employees and training them
- c. Identifying and where possible materializing the scopes of career growth for the employees
- d. Organizing the CZM's workforce in a way conducive to discharging short-term and long-term goals of CZM
- e. Establishing performance evaluation of the employees of CZM, and ensuring performance management cycle through planning, acting, reviewing, and monitoring

- f. Devising a more effective monitoring system and integrating the devised system within the inherent competency sets of relevant employees including field workers such as those who are in the project area
- g. Human resource planning, developing the CZM's employee value proposition and its employer brand, resourcing plans, retention and succession plans
- h. The recruitment and selection process (defining requirements, attracting candidates, sifting applications, interviewing, testing, assessing candidates, obtaining references, checking applications, and offering employment).
- i. Supporting current and future business needs through the development, engagement, motivation and preservation of human capital
- j. Overseeing and managing a performance appraisal system that drives high performance
- k. Assessing training needs, develop training curriculum for HQ staff and field staff, and monitoring training programmes

Pre-requisites

- a. The candidate should have minimum a Bachelor's degree with concentrations in Human Resources. This will be tested by evaluating candidate's knowledge base on HR theories, models, and matrices.
- b. Higher educational achievements are welcome but not necessary.
- c. Should have considerable work experience in HR matters
- d. Should be willing to learn from professional experience
- e. Ability to adapt to change quickly and multi-task.
- f. Outstanding verbal and written communication skills
- g. Demonstrate confidence in coaching and influencing senior management
- h. Strong understanding of financial implications and risks associated with talent decisions
- i. Comfortable working in a dynamic, fast-paced, highly matrix environment
- j. Must have high energy, excellent communication skills, be professional and polished
- k. Self-starter, able to work independently, takes ownership

Physical Requirements

- a. Involves work of a general office nature; typically includes extended periods of sitting and/or operation of a computer for up to 8 hours a day
- b. Regularly required to talk, hear, and use hands and fingers to write and type
- c. Ability to speak clearly so others can understand you
- d. Ability to read and understand information and ideas presented orally and in writing
- e. Ability to communicate information and ideas in writing and orally so others will understand
- f. Regularly required to utilize vision abilities, allowing reading of printed material, graphics, and computer displays

Salary and benefits

In return for your HR skills you will receive a minimum gross salary of BDT 34,500 and deserving candidate may negotiate. If this sounds like the role for you then please send your CV and covering letter to:

Chief Executive Officer
Centre for Zakat Management (CZM)

205/1A Hashim Tower (6th Floor)
Gulshan-Tejgaon Link Road
Dhaka 1208

There will be a 6-month probation period before the employment is contract is turned as permanent.

Other benefits include: Employees are entitled to two yearly festival allowances as 100% of the basic salary. Actual telephone bills are covered up, and there is a group insurance for which the CZM pays the premium. CZM has a performance based annual increment of the salaries.

Recruitment Process:

- a. The potential incumbent is required to submit a CV along with a covering letter explaining how she/he fits into the role specification. The applicant should address the CEO and the application should be sent to the following address:

HR Department
Centre for Zakat Management (CZM)
205/1A Hashim Tower (6th Floor)
Gulshan-Tejgaon Link Road
Dhaka 1208

- b. Application pack can also be sent via email, to: shafiqul.islam@czm-bd.org.
- c. The cut-off time for accepting the application is 1700 hours, Monday 21 July 2017.
- d. A telephone interview may be conducted with selected applicants between 11 am and 12:30 pm on 23, 24, and 25 July 2017.
- e. Those who will qualify in the telephone interview will appear for a written test and/or final interviews.
- f. Attempt to influence the recruitment team by external intervention will be regarded as a dis-qualifying point.