

HR Volunteer

Title / Position: HR Volunteer Advisor
Supervisor: Director or HR Manager
Worksite (e.g., office, field, home): Thao Dan Office
Start Date (if any):
Number of Volunteers Required: 1

ABOUT YOUR ORGANIZATION

Name of organization: Thao Dan organization for street children
Legal status: Voluntary, non-profit organization (No. 41/VP/2000)
Target Beneficiaries: Childhood Development, Social Services and Education
Mission: Health services and vocational training for street children
Main Activities
- Outreach
- Shelter
- Thao Dan club

POSITION DESCRIPTION *(please describe the Volunteer's works/assignment at your organization)*

Goal of this Volunteer position:

The Thao Dan is currently looking for a Human Resources Advisor for approximately 3 to 6 months of work during the period of mid-November mid-May 2010 in order to work with the HR Director and the staff to document, simplify and make more efficient the work of the employees and HR Manager.

Brief description of work to be performed:

The Volunteer will work with the management team and meet with personnel in an effort to improve job descriptions, personnel policies, management tools and HR procedures.

Sample list of Volunteer activities:

1. Introductions – Get to know the organization including the mission, programs and activities, personnel, stakeholders and history.
2. Documentation of generic and specific job descriptions for all employees
3. Review the HR system that is in place including (contracts, over time policy, leave policy, performance evaluation tools, and related matters)
4. Review the operations manual, make recommendations and update accordingly
5. Work with Supervisor and Director to try and identify training needs and opportunities for individual personnel
6. Identify lessons learned and best practices of implementation methodologies and strategies
7. Update management tools for the key tasks involved by the staff

TIMEFRAME

Length of commitment: 3 to 6 months
Estimated total hours: 8 to 16 hours per month
Preferred schedule: Wednesday mornings (8 to 10am) or Thursday afternoons (4pm to 6pm) or Saturday (8 a.m to 5 p.m)

QUALIFICATIONS SOUGHT *(Please include both skills and attributes required to perform the work and any attributes that may disqualify an applicant.)*

1. Advanced degree (e.g., Masters) preferred
2. At least 5 years work experience in HR Management
3. Analytical, process and business acumen skills
4. Handles confidential information effectively and appropriately
5. Knowledge of standard compensation principles and processes
6. Good interpersonal and communication skills

BENEFITS TO THE VOLUNTEER *(Please indicate if there are any Volunteer benefits, such as a stipend for transportation costs, volunteer recognition day, coffee/tea, etc.)*

1. Access to computer and internet
2. Free coffee/tea/purified water