

## **JOB DESCRIPTION**

### **GENERAL RESPONSIBILITY:**

The HR Officer ensures the efficient delivery of HR services and manages the full employee life cycle, from recruitment and onboarding to performance management and offboarding. He/She maintains employee records, monitors leave credits and benefits, plans staff training, and develops and updates HR policies and procedures.

### **SPECIFIC TASKS AND RESPONSIBILITIES:**

#### **Staff Management and Training**

- Manages the employee life cycle, including recruitment, onboarding, retention, employee engagement, and separation processes;
- Coordinates and implements recruitment activities such as job postings, screening, interviewing, reference checking, preparation of employment contracts, and job description;
- Ensures a structured onboarding and orientation process for all new hires in line with Stairway's core values and culture;
- Maintains an up-to-date employee master list and completes 201 files in strict adherence to confidentiality and data privacy standards.
- Identifies training and development needs in collaboration with supervisors and program heads, and plans and coordinates learning activities, professional development programs, and internal training sessions.

#### **Benefits Administration and Performance Monitoring**

- Serves as the focal for health insurance queries and concerns, and liaises with providers for compliance and claims processing;
- Monitors employee leave balances, reviews and processes leave applications, and prepares periodic benefits and leave utilization reports for management review.
- Coordinates the performance evaluation cycles and ensures timely submission and proper recording of appraisals.
- Assists in the development, review, and updating of performance management tools and guidelines.
- Consolidates performance appraisal data and provides reports to management for decision-making and staff development planning.

#### **Policy Development and Compliance**

- Develops, reviews, and updates HR policies and procedures to ensure alignment with Philippine labor laws, child safeguarding standards, and SFI's organizational values.
- Facilitates the dissemination and implementation of HR policies among staff members.
- Monitors compliance with HR policies and labor regulations and recommends improvements where necessary.

**Kitchen Operations**

- Supervision of cooks and additional hired help when needed
- Responsible for managing inventory control and food waste
- Assists with menu planning, ensuring a variety of nutritious meals and snacks for the staff and children
- Assists staff to ensure the kitchen meets standards of cleanliness
- Responsible for upkeep of materials, supplies, and equipment

**Other Duties**

- Observes all organizational policies and procedures and always abides by SFI Child Protection Policy.

**COMPETENCIES:**

- Bachelor's degree in Human Resource Management, Psychology, Business Administration, or related field
- At least two (2) years of relevant experience in human resources or administrative roles; experience in the development sector is an advantage
- Training and certification in Human Resource Management is an advantage.
- Background in HR operations, including recruitment, performance management, employee relations, benefits administration, and leave monitoring
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- High level of professionalism, confidentiality, and integrity.
- Strong organizational and administrative skills.