

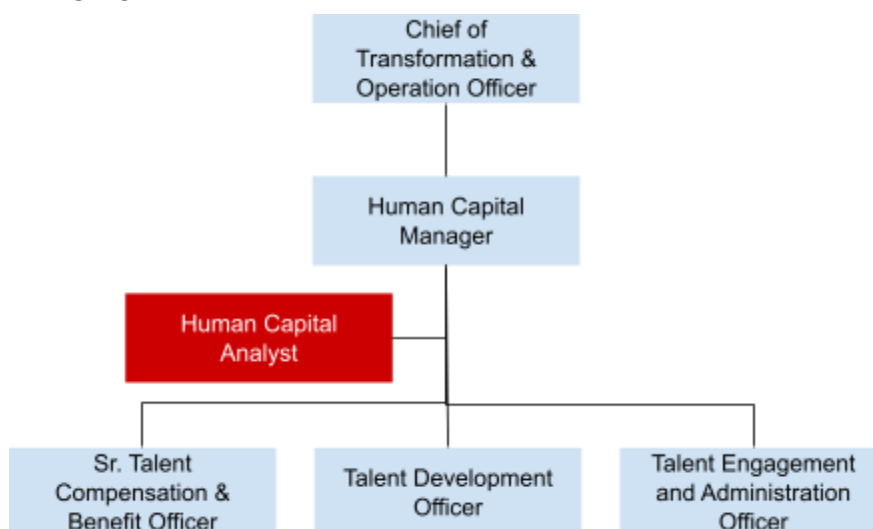
JOB DESCRIPTION	
Position	: Human Capital Analyst
Department	: Human Capital
Employee Type	: Contract
	Revision Date : August, 6th 2024

I. SUMMARY OF ROLE

Under supervision of the Human Capital Manager, the Human Capital Analyst requires technical human capital analysis expertise, operational experience and a client focused mindset to become a valued member of the Human Capital team.. CISDI is currently undergoing a transformation to meet the demands of a rapidly growing organization. This new position plays an important role in turning Human Capital into a proactive organization uncovering potential issues before immediate remediation actions are needed.

The Analyst will assist the Human Capital Manager in the transformation process. This role will focus on creating and implementing an unified Human Resource database and system, documenting and communicating HR lifecycle policies and procedures, developing skill and competency criteria, establishing career progression and development plans, and integrating HR systems.

II. ORGANIZATION CHART



III. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
Strategic Human Capital Planning	<ul style="list-style-type: none"> ● Assess current HR lifecycle policies and procedures. ● Develop ideal policies and procedures, including forms, timelines, and accountabilities. ● Develop and implement human capital strategies aligned with organizational goals and objectives ● Analyse workforce trends and anticipate future staffing needs. ● Collaborate with senior management to drive workforce planning initiatives. ● Collaborate with finance and resource planning teams 	<ul style="list-style-type: none"> ● Updated HR lifecycle policies and procedures ● HC Planning ● HC Budget Forecast
Performance Management	<ul style="list-style-type: none"> ● Integrate talent development initiatives with performance management processes; ● Develop performance improvement plans for individuals and teams; ● Assist Lead/Manager/Chiefs in formulating Individual KPI. ● Provide guidance to the leadership team on setting performance goals and conducting performance reviews. 	<ul style="list-style-type: none"> ● Key Performance Indicator ● Key Behavior Indicator ● Evaluation Analysis ● Performance Management Guidance
Ad-Hoc Assignment Evaluation	<ul style="list-style-type: none"> ● Provide a performance calculation structure that integrates regular activities and ad hoc tasks. ● Develop evaluation processes for ad-hoc assignments and projects. ● Integrate evaluation results into annual performance reviews. 	<ul style="list-style-type: none"> ● Ad-hoc assignments and project processes, forms or systems

Human Capital Information System	<ul style="list-style-type: none"> ● Collaborate with IT teams to conduct Human Capital analytics to identify trends, patterns, and insights ● Develop and implement data-driven strategies for HC initiatives ● Create and manage dashboards for real-time HC metrics ● Collaborate with IT teams to analyse time tracking data 	<ul style="list-style-type: none"> ● Streamline HC processes ● Improve decision-making through data ● Identify high and low performers
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IV. WORKING RELATIONS

Internal	<ul style="list-style-type: none"> ● All Departments
External	<ul style="list-style-type: none"> ● Stakeholders, vendors, consultants, etc.

V. QUALIFICATIONS

A. Minimum Qualifications

- Bachelor or Master's degree in Human Resources, Psychology, Business Management, or a related field
- Minimum have 5-7 years experiences as Human Capital Analyst or Human Capital Business Partner
- Have a deep understanding of the entire HR spectrum
- Excellent analysis, negotiating, communication, and responsibility
- Demonstrated ability to develop and implement HR strategies that drive organizational success
- Have experience in transforming work systems as well as with internal teams.
- Certification in Human Resources (e.g., BNSP, CPHRM) is preferred but not required.
- Knowledge of NGO HR management and regulatory requirements is preferred but not required.

B. Competencies

Technical Competencies:

- Ability to conduct workforce planning and forecasting to anticipate staffing needs.
- Experience in workforce analytics, including data collection, analysis, and reporting.
- Skills in identifying talent gaps and developing strategies to address them.
- Knowledge of performance management systems and methodologies.
- Ability to establish performance goals, provide feedback, and conduct performance evaluations.
- Knowledge of change management principles and methodologies.
- Skills in fostering a culture of continuous improvement and innovation.

- Skills in designing, delivering, and evaluating HR programs.

Behaviour Competencies:

- Communication
- Integrity
- Building positive working relationships
- Leveraging diversity
- Initiative
- Critical thinking
- Negotiation
- Driving Innovation