PEOPLE AND CULTURE EXECUTIVE

ORGANIZATION OVERVIEW

Possible is a collaboration between an independent Nepal-based non-governmental organization and a US-based non-profit. We are two entities that operate independently, with a mutually interdependent partnership and a common goal of supporting health innovation in Nepal. Possible engages in rigorous and collaborative research and innovation to address evidence, implementation, and policy gaps in the equity, quality, and accessibility of healthcare. We envision a world where everyone, everywhere has access to high-quality healthcare rooted in evidence, inclusion, and equity. Our research endeavors and partnerships aim to address challenges in context and from stated or established needs rather than for the novelty of research. As such we partner with community-based organizations, public and private sector academic institutions, and research organizations to leverage research and evidence to inform and implement innovative solutions to healthcare challenges in Nepal. For the last 15 years, we have been a leader in healthcare innovation in Nepal, with partnerships spanning several international institutions such as Harvard Medical School, the University of California San Francisco, Mt. Sinai School of Medicine, and the University of Washington.

POSITION DESCRIPTION

Possible, a non-governmental organization registered in Nepal, is seeking a People and Culture Executive (PACE) to strengthen and lead the Human Resource (HR) and culture procedures, policies, and systems. These supportive systems shall align with Possible's mission, vision, and values while adhering strictly to the best practices and government regulations of Nepal. The ideal candidate for the position should view themselves as a primary ambassador and advocate for Possible's mission, vision, and values. They should possess a strong drive, proactive attitude, and the ability to work independently while actively contributing as a valuable member of the Leadership and management team to further develop the organization and drive an inclusive culture.

Reports to: Executive Director
Direct Reports: People and Culture Trainee
Works closely with: Possible staff, advisors, and partners
Location: Kathmandu with travel to Possible’s study and partners’ sites

AREAS OF RESPONSIBILITY

The People and Culture Executive will work closely with our Executive Director and be chiefly responsible for the following work:
1. Strengthen and actively support the operationalization of robust HR systems, procedures, and policies, ensuring their effective implementation to foster the formation and retention of a diverse team and cultivate a culture rooted in social justice.
   a. Strengthen the existing systems, policies, and processes to facilitate and support talent recruitment, performance management, professional development strategies, compensation and benefits management, leave management, code of conduct, grievance handling, safety, and security management. Continuously pursue policy revisions as necessary to attract, retain, and nurture a diverse, inclusive, and highly competent workforce best suited for their roles.
   b. Take the lead in policy and procedure implementation and conduct training initiatives to foster a culture that actively promotes diversity, equity, inclusion, collaboration, regular feedback, open communication, and employee satisfaction.
   c. Collaborate closely with the Leadership and Management team (LMT) to further strengthen and implement a cutting-edge digital HR and admin system tailored to support the organization's specific needs and align with its unique culture and growing number of employees.
   d. Conduct or facilitate regular "People-First Surveys," and Compensation & Benefits survey, and carefully incorporate feedback and insights to strengthen HR systems, processes, and communication channels and employee engagement.
   e. Oversee the onboarding and offboarding processes for all team members, ensuring a smooth transition for both incoming and outgoing employees.
   f. Support and encourage employees in identifying, securing and facilitating external professional development opportunities, fostering exceptional performance and professional growth while promoting a healthy work/life balance.
   g. Lead and actively facilitate team engagement activities among all team members
   h. Act as a primary point of contact to lead and provide support to team members dealing with grievances related to sexual harassment, assault, or any other sensitive issues, handling all matters with the utmost confidentiality and sensitivity.
   i. Lead and ensure clear, timely, and transparent internal org-wide communication to keep all team members well-informed and engaged.
   j. Ensure strict legal compliance of Possible’s HR policies with Nepal’s Labor law, staying up-to-date with any changes in regulations to maintain a compliant and ethical HR environment.
2. Integrate a Gender Equity, Disability, and Social Inclusion (GEDSI) perspective into the organizational culture and operationalize Possible's GEDSI framework to all aspects of our operations through a comprehensive and systematic approach.
   a. Integrate the GEDSI perspective into organizational policies, procedures, and processes, proactively seeking revisions when necessary.
   b. Ensure that the GEDSI perspective and best practices are effectively integrated into Possible's recruitment process, continually exploring strategies to diversify the pool of applicants.
   c. Collaborate closely with the LMT to update and operationalize GEDSI framework. Lead in establishing support systems and resources to enable the successful implementation of the framework and the achievement of set targets.
   d. Set an exemplary standard for the people and culture team in embodying the organization's values, and serving as role model for the entire workforce.
   e. Identify and provide resources and training opportunities for continuous learning and development, including self-reflection, fostering an inclusive environment, and implementing accountability measures.
   f. Lead and facilitate values reflection sessions and ongoing learning initiatives to encourage the internalization and ownership of the organization's values as we further grow and evolve.

3. Offer proactive support to team members while efficiently managing administrative duties to maintain and update employee records. Additionally, collaborate with the LMT to ensure strict legal compliance, effective governance, and comprehensive internal communications.
   a. Take charge and facilitate employee management, including overseeing working hours, tracking attendance and absenteeism, managing remote work arrangements, issuing ID cards, and organizing personnel documents, supplies, and technology.
   b. Elevate the level of professionalism within the PAC function by digitizing and meticulously maintaining all administrative systems, including employee files, data, CIT/PAN cards, leave management, payroll, etc.
   c. Ensure compliance with Government of Nepal documentation standards, Labor Law, and any grant-specific requirements.
   d. Collaborate closely with the Finance team to ensure accurate, regular, and timely disbursement of compensation and benefits to all team members.
   e. Provide vital support to the LMT in conducting and facilitating NGO Board and General Assembly meetings, while diligently maintaining legal, regulatory, and donor compliances.
   f. Serve as the primary focal point at Possible to ensure the safety and security of employees, and safeguard the communities in which it operates.
g. Work closely with the LMT to offer assistance in administrative functions as needed and relevant to the organization’s operations.

The above list of responsibilities is not comprehensive, and the People and Culture Executive may be required to take on additional responsibilities, as determined by the Executive Director.

**Must Haves:**

1. Commitment to Possible’s Values, Mission & Vision
2. Sensitive to GEDSI, and able to integrate GEDSI perspectives into every aspect of their work
3. Systems-Building and Strengthening Skills: Responsible for designing, sourcing, executing, and coaching others on smart HR systems and so must be incredibly savvy in their ability both to build and strengthen smart systems and train others effectively.
4. People-Centered: Responsible first and foremost for putting the team as a whole above the self or any single individual. Difficult decisions will inevitably arise; the People and Culture Executive must be guided by the organization’s values and must have the courage to uphold our values and do what’s best for our team in the long run in every case.
5. Humility: Must approach their work with humility, an open mind, a culture of openness, curiosity, and continuous learning (relearning or unlearning) to ensure we are staying accountable to our values, mission, and vision.
6. Qualifications: Bachelor’s degree or equivalent with a minimum of three years of Human Resource management experience in Nepal. Excellent command of written and spoken Nepali and English. Nepali Citizen based in Nepal