

**Job Description:** HR Officer - People and Culture  
**Based at:** Purnaa Enterprises Pvt. Ltd., Chhampi-9, Godawari, Lalitpur  
**Reports to:** HR Manager

**Job Purpose:** To foster a positive, supportive, and people-centered work environment by promoting employee well-being, engagement, and development, ensuring staff can thrive both personally and professionally.

**Key Responsibilities and Accountabilities:**

**1. Employee Well-being & Engagement**

- Listen to employee concerns and support resolution aligned with company values.
- Act as a mediator in conflicts when needed.
- Support employee welfare initiatives and ensure a safe, respectful workplace.
- Assist in planning and organizing employee engagement activities (celebrations, social events, etc.).

**2. Employee Care & Follow-up**

- Provide support to employees during times of need, including hospital visits, emergencies, and maternity-related follow-ups.
- Follow up after trauma assessments and counseling sessions.
- Remain approachable for ongoing employee support.

**3. Learning & Development Support**

- Assist with onboarding and orientation of new employees.
- Coordinate and support training programs (values, skills, leadership, etc.).
- Show potential to facilitate workshops (e.g., trauma healing, parenting, marriage topics).
- Track and follow up on employee development progress.

**4. Staff Development Support**

- Act as backup for the Staff Development Manager.
- Assist in planning and implementing staff development initiatives.

**5. Culture & Continuous Improvement**

- Encourage employee feedback and suggestions.
- Maintain and track improvement initiatives.
- Contribute creative ideas to enhance employee experience.

**6. Communication Support**

- Bridge communication between employees and management.
- Provide Nepali–English translation support when required.

**Qualifications & Requirements**

- Female candidate with a valid two-wheeler license.
- Bachelor's degree in HR, Social Work, or a related field preferred.
- 2–4 years of relevant experience is an advantage.
- Strong interpersonal and communication skills with the ability to build trust across teams.
- Empathy and active listening skills with a genuine passion for people care and development.
- Strong judgment and decision-making ability.
- Proactive, solution-oriented mindset with creativity in improving employee experience.

**Working Hours:** Monday–Friday, 8:30 AM – 5:30 PM (Occasional overtime/Sunday work with compensatory leave)

**Salary:** Nrs 33,440 after probation (Nrs 30,096 during probationary period). Additional benefits include health allowance, transportation allowance, SSF, and more.