



TASKS FOR TRANSITIONING A COUNTRY OFFICE ARCHIS: HUMAN RESOURCES

- ❖ **Adapt GOM 3 – Human Resources**
- ❖ **Adapt/write SOPs and associated documents**
- ❖ **Provide additional guidance to HR Manager on the following:**
 - **retrenchment/severance processes**
 - **new staff orientation checklist**
 - **compensation philosophy**
- Create and Implement Recruitment Plan to hire staff**
- Orient/Train staff on HR Policies and SOPs**
- Adapt Employee Handbook (EHB)**
- Establish and administer employee contracts**
- Develop Employee File Management Plan**
- Establish and implement plan for transition of Benefits, Medical and Retirement plans. New plans may need to be acquired.**
- Work with HQ HR Director to assure all transition activities meet legal requirements for ending staff engagement with I-TECH (HQ responsibility)**
- Assure all transition activities meet legal requirements for re-hiring/transitioning to new entity (new entity responsibility).**

RESOURCES

- Essential Supervisor Skills Toolkit
- Prevention of Sexual Harassment Training