



Greenpeace South Asia

## **POSITION: HR ASSISTANT**

**This position is only open to the candidates who have legal rights to live and work in Sri Lanka.**

This position is offered on a 12 month fixed term full time contract basis initially, with possibility of extension

Location: The position is hybrid (home-office). We offer competitive NGO level salary and benefits, the specifics of which depend on location where the successful candidates will be based. We aim to share this information with candidates before reaching the offer stage.

Greenpeace South Asia is a newly established regional office which is at the initial stage of development with an interesting portfolio of the countries. GPSA is dedicated to upholding gender equality and inclusivity and we actively encourage individuals from diverse backgrounds to apply.

### **What we can offer you:**

Greenpeace South Asia is a small but growing regional office with a friendly, motivated and high performing professional team who are all here for the right reasons. We believe, together we can build an impactful regional office that plays a vital role in the sector.

- Remote Location: this position is a home-based position with travel to South Asia region
- Flexible Hours: More control when you work and make room for the rest of your life
- Agency: Be an active part of designing a newly established regional office
- Personal Development: You'll be encouraged to develop both personally and professionally, taking advantage of the wide range of learning and development opportunities available to Greenpeace staff worldwide.

### **Whom we're looking for:**

The HR Assistant duties involve a wide range of support activities inside the HR department, from handling recruiting of staff members, maintaining employee relations, supporting HR projects, completing compliance related activities and other day to day operational activities.

An important part of your role will be to act as the liaison between the HR Department and employees, ensuring smooth communication and prompt resolution of requests and questions.

We believe people gain seniority and expertise on the job, what really matters is the soft skills and openness to learn and work collaboratively with the team. Therefore, someone who has a few of these is well suited to exceed in this role:

**In this role you will:**

**Recruitment & Staffing**

- Create and manage job postings and employer branding initiatives
- Ensure that job descriptions, interviews, and hiring criteria align with company values.
- Source, screen, and interview candidates for open positions at GPSA
- Conduct selection assessments based on the competencies required for the role
- Design onboarding programs that educate new employees about company culture.
- Conduct onboarding and orientation programs for new recruits
- Maintain country specific recruitment documentation in HRIS software as well as internal folders
- Carry out documentation with Labour department on employee transactions

**Performance Management**

- Lead the performance management system for GPSA through HRIS
- Liaise with department heads to set objectives through MEL tool
- Conduct and coordinate mid year feedback cycle with employees and department heads
- Conduct and coordinate year end feedback cycle with employees and department heads
- Implement recognition programs to reward employees

**HR Information Systems management**

- Configure HRIS settings, workflows, and integrations with payroll, attendance, and finance systems.
- Perform regular system updates and troubleshooting to ensure smooth functionality.
- Maintain accurate employee records, including personal details, payroll, benefits, and attendance.
- Maintain records for audits, employee contracts, and statutory filings.
- Implement changes in HR policies in the system as per legal updates.

**Payroll Processing**

- Verify employee attendance, working hours, and leave records
- Carry out payroll process through HRIS
- Maintain employee salary records, payslips, tax deductions, and compliance reports.
- Provide payroll reports to the finance team for audits and tax filing.
- Coordinate with finance for salary disbursements
- Create and manage statutory payments for EPF, ETF, stamp duty and APIT

- Address employee concerns related to salary discrepancies, tax deductions, and benefits.
- Issue payslips to employees.

### **Compliance & Regulation**

- Ensure compliance with labor laws and internal HR policies
- Conduct exit interviews and analyze trends in turnover
- Maintain accurate records of employee transactions
- Support employee engagement initiatives and feedback mechanisms

### **Coordination**

- Maintain employee records and update HR databases.
- Assist with internal communications and HR document handling.
- Organize meetings, HR events, and administrative tasks.
- Liaise between employees and HR team for smooth workflow.

### **To Apply:**

Greenpeace is an equal opportunity employer with a longstanding commitment of providing a work environment that respects the dignity and worth of each individual. We recognise and value the benefits and strengths that diversity brings to our employees and the whole organisation and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, colour, disability, ethnicity, family or marital status, gender identity or expression, national origin, political affiliation, race, religion, sex, sexual orientation and would like to invite you especially to apply!

To apply please [CLICK here](#).

If you have any questions about this vacancy or the application process, please email us at [cgpsa@greenpeace.org](mailto:cgpsa@greenpeace.org). Please note that all applications have to be filled out via the website and cannot be submitted via this email.

**CLOSING DATE: 23:59 (IST), Friday, 27th June 2025.**