www.ifrc.org Saving lives, changing minds.

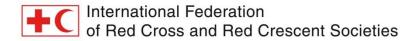


# Rights of Migrants in Action

# Capacity Building Workshop

IFRC financial, procurement and HR rules and regulation

6-7 October 2016 Bangkok





# Day 1: 6 October 2016. HR by: Thitima Viyaratanakul, IFRC HR Manager

#### Recruitment and Employment process (90 minutes)

- Job Advertisement
- Selection process
- Employment

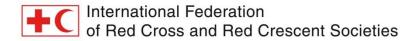
### Coffee Break (15 minutes)

#### IFRC Policies and Guidelines (90 minutes)

- The Seven Fundamental principles
- Code of Conduct
- Child Protection policy
- Fraud and Corruption Prevention and Control Policy
- Travel Expenses



Why the Job Description (JD) is important?



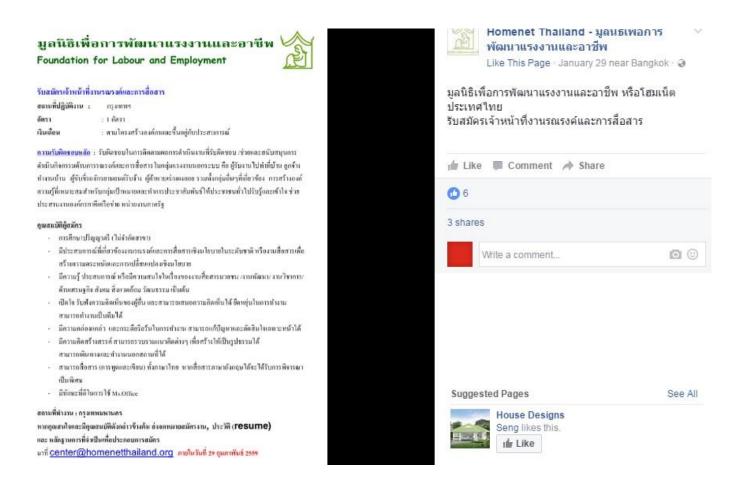


# IFRC JD Components:

**Health Officer** 



#### **Job Advertisement:**





#### **Job Advertisement:**



#### The Life Skills Development Foundation

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5. มีทัศนคติด้านบวกต่องานสิทธิมนุษยชน บทบาทหญิงชาย และความหลากหลาย

7. ยอมรับหลักการทำงานและปฏิบัติต่อเด็กอย่างเคารพในสิทธิอันพึ่งมีพึ่งได้ของเด็ก

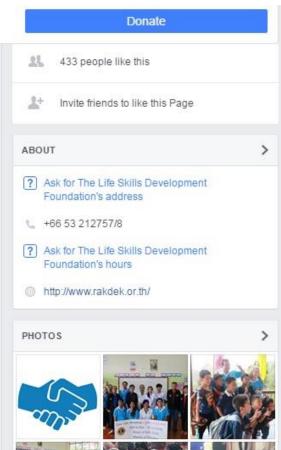
6. มีความมุ่งมั่นที่จะทำงานเพื่อสังคม กับองค์การสาธารณกศลหรือองค์กรเอกชน

ตามนโยบาย "การปกป้องคุ้มครองเด็ก" ของมูลนิธิรักษ์เด็ก

องค์กรพัฒนาเอกชนด้านอย่างน้อย 3 ปี

ด้านชาติพันธ์และชนเผ่าพื้นเมือง

สาธารณะประโยชน์ ระยะยาว





#### **Job Advertisement:**



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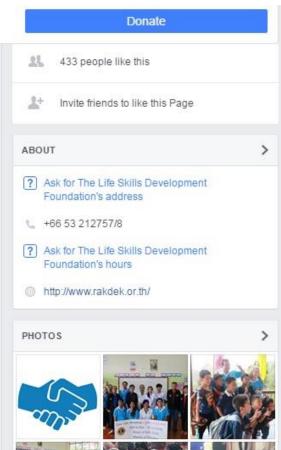
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สาธารณะประโยชน์ ระยะยาว

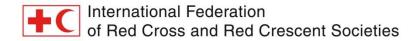




#### **Selection Process:**

- Shortlist
- Interview/ Questions according to compentencies
- Test: Written, personality/attitude test, sample of written experience
- Reference check
- Offer: Additional documents Criminal record

\*\*\*Written summary why select the successful candidate\*\*\*



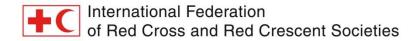


# **Employment:**

**Contract? Local Labour Law?** 



# **The 7 Fundamental Principles**





#### **Code of Conduct:**

- All time during the contract with IFRC
- Apply to all, including staff of partner organisations acting in close cooperation with the Federation

**Section 17-20:** 



#### Sexual abuse and exploitation

- 17. Not commit any act of sexual exploitation, sexual abuse or sexual violence.<sup>iii</sup> This prohibition extends to all forms of sexual abuse or exploitation and includes not reporting concerns or suspicions regarding any violation by a co-worker (whether fellow Staff or an individual working for a partner organisation).
- 18. Not engage in any sexual activity with persons (adult or child) that look to or benefit from the Federation's protection or assistance, or with any persons under the age of 18 years, regardless of the age of majority or consent locally (mistaken belief in the age of a child is not a defence). Sexual activity includes all forms of activity and abuse of a sexual nature, with or without physical contact and whether or not either party is aware of such abuse.
- 19. Not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This prohibition extends to any use of sex trade workers.
- Not produce, procure, distribute or use pornographic material in Federation offices or on Federation equipment, including reading/surfing pornographic websites or message boards or sending pornographic emails.



# **Child Protection Policy:**

- All time during the contract with IFRC
- Apply to all, including staff of partner organisations
   Section 3.1 -3.5:
  - 3.1 Protection of the rights of the child
- 3.2 Zero tolerance of violence against Children and child exploitation and abuse
  - 3.3 Sharing responsibility for child protection
  - 3.4 Risk management approach
  - 3.5 Procedural fairness



### **Child Protection Policy:**

#### 7. Standards expected from contractors, suppliers and partners

The IFRC expects its contractors and partners to:

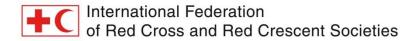
- Formally acknowledge and comply with the key principles of this Policy described above in Sections 3.1 to 3.5;
- ➤ Take immediate action, should the partner or contractor have reason to believe that an employee or any of their activities might be in breach of the above-mentioned key principles;
- Immediately notify the IFRC if any IFRC-funded personnel are accused of, charged with, arrested for, or convicted of criminal offences relating to child exploitation and abuse;
- Accept that any contract or agreement between the IFRC and that contractor or partner might be terminated, should there be a serious or repeated breach(es) of the abovementioned key principles, and/or a failure to take appropriate action when a breach of these key principles is discovered;
- Accept that the IFRC may raise with the contractor or partner issues of compliance with these key principles by the latter, including through IFRC-requested audits or other measures to investigate compliance;
- Ensure best efforts to promote and enhance child protection amongst its personnel.

The relevant provisions required for the implementation of the above obligations will be inserted in the relevant templates of contracts and agreements.

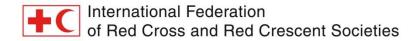


## Fraud and Corruption prevention and control policy:

- Maintain appropriate minimum standards of conduct and control mechanism to minimise the risk of conflicts of interest, fraudulent or corrupt conduct or other misuse of funds
- Not to offer or accept, either directly or indirectly, as an inducement or reward in relation to the execution of the Agreement, any kind of offer, gift, payment or benefit, which would or could be construed as an illegal or corrupt practice
- The Project Partner shall immediately inform the IFRC project manager of any substantiated allegations of fraud, corruption or conflicts of interest, or of situations likely to lead to a conflict of interest, and any actions or measure taken
- The project partner shall ensure confidentially in relation to the communication of his information and shall not disclose the information to other external parties without the prior written consent of IFRC









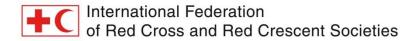
### Staff role:

- Mission request ticket, working advance, approval from line manager/budget holder (linked with compensation leave?-attach agenda)
- Keep all receipt, boarding pass or any required documents during the mission
- Clear all mission expenses
- Mission report



## Support team role:

- Check the information on the request paper, complete all approval
- Book the accommodation, ticket. Prepare the working advance as request. Check the security information
- Check all document of expense clearance. Accuracy?
- Clear all payment to staff (per diem)/ supplier (ticket expenses)





## Manager role:

- Discuss with staff about the travel plan
- Approve the mission request
- Follow up during the mission if staff need any support
- Follow up the mission report. Inform the senior management

# FOR FURTHER INFORMATION PLEASE CONTACT:

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