



POSITION DESCRIPTION

Position Title: Human Resource Officer
Duty Station: Monrovia
Position Category: Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> AND Regular <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Salary Level: 4
Current Employee: N/A

PROGRAM/DEPARTMENT SUMMARY:

The human resources department is responsible for maintaining of all contacts and human resource documents for Mercy Corps. Provide oversight to the management of human resources for Mercy Corps programming in Liberia; Assist in the achievement of MC program objectives with the facilitation of recruitment, remuneration and staff development issues in the Human Resource Development.

GENERAL POSITION SUMMARY:

The Human Resources Officer position will be responsible for the day to day human resources work involved in MC Liberia. The selected candidate will provide support to Human Resources Manager and other heads of department in facilitating the smooth operation of MC Liberia human resources work.

ESSENTIAL JOB FUNCTIONS:

1. To Support the HR Manager to develop, implement and administer human resources department goals and objectives.
2. Assist the Human Resources Manager in all the HR functions.
3. Remain informed, on an ongoing basis, about current and changing HR-related laws, policies and “best practices” to ensure that current and future personnel policies, employment practices, and compensation packages are within the limits of established standards, procedures, guidelines and policies of Mercy Corps, as well as national laws.
4. To support the HR Manager to implement and evaluate the national staff Personnel Policies and Procedures Manual.
5. To support the HR Manager to develop, implement and administer effective human resource programs including recruitment, orientation, performance evaluation, career development, training, diversity training, risk management and safety programs.
6. Maintain appropriate records and ensure confidentiality regarding personnel activities and personnel data including employment documentation, evaluations, exit interviews and other relevant information. Periodically audit and archive or destroy dated information, including employee and applicant files, in accordance with national law.
7. Maintain an up dated personnel data base for all national regular staff (track leave/length of assignment/personal information/promotion/merit increase/probation and annual performance review).
8. Assist the Human Resources Manager in orientating new personnel hire with respect to HR national team handbook, policies and procedures, including remuneration, benefits, and the organizational “work ethic”.
9. Guide the appropriate department on the tax deduction for short term service contractor.
10. Maintain and report employee statistical data, as requested by the HR Manager.
11. Distribute and collect completed employee timesheets as per organizational policy.
12. Support the HR Manager to administer all health insurance issues including employee inquiries and communication with the insurance provider.



POSITION DESCRIPTION

13. Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission.
14. Other duties as assigned.

SUPERVISORY RESPONSIBILITY:

None

ACCOUNTABILITY

REPORTS DIRECTLY TO: Human Resources Manager

WORKS DIRECTLY WITH: All the Mercy Corps Liberia team

Accountability to Beneficiaries: Mercy Corps team members are expected to support all efforts towards accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

Organizational Learning: As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve - we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

KNOWLEDGE AND EXPERIENCE:

- Minimum 3 years of experience working with International NGO as Officer Human Resources and administration;
- Bachelor level required in Administration or Human Resources
- Computer skills are required (Excel, Word advanced level)
- Must be an independent thinker and have strong organizational skills
- Demonstrated experience scheduling and managing staff from multiple departments
- Fluency in English.

SUCCESS FACTORS:

1. Very strong communication skills and be a creative and have a fun approach to teaching and leading
2. Effective capacity building, mentoring and team-building techniques
3. Sensitive to, and have an understanding of local context
4. Demonstrated attention to details and ability to follow procedures, meet deadlines and work independently and cooperatively with team members.
5. Familiarity with field staffing structures.
6. Experience taking the lead on unfamiliar tasks within diverse cultural contexts.
7. Experience studying a second language (in order to manage language classes).
8. Experience working with Senior Management on people issues.
9. Knowledge of HR systems required.

How to apply

Interested and qualified candidates should send their CV's, Cover Letter and all relevant certificates in one document, addressing the position requirements to: **lr-jobs@mercy Corps.org**. All applications must include the position title in the subject line. On the other hand, Or Hard copy CV's, Cover Letter and credentials can be dropped at Mercy Corps' office. Label the left corner of the envelope with the job title **HUMAN RESOURCES OFFICER-Monrovia**



POSITION DESCRIPTION

Last date for submission of Application (CV and cover letter) is 21st May 2018 by 4:00 pm

Mercy Corps Liberia follows an equal opportunity policy and actively encourages diversity-welcoming applications from all especially women and people living with disability.