



**USAID**  
FROM THE AMERICAN PEOPLE

Maternal and Child  
Survival Program

## VACANCY

<b>Position</b>	: Senior HR Assistant
<b>Reports To</b>	: HR Manager
<b>Estimated Start Date</b>	: October 2017
<b>Estimated End Date</b>	: Length of Project
<b>Position posted</b>	: 13 September 2017
<b>Position Type</b>	: National

### Overview:

The Maternal and Child Survival Program (MCSP) is a global, USAID Cooperative Agreement operating in 24 high priority countries to introduce and support high-impact health interventions with the ultimate goal of ending preventable child and maternal deaths within a generation. The Program is focused on ensuring that all women, newborns and children most in need have equitable access to quality health care services to save lives. USAID's MCSP supports programming in maternal, newborn and child health, immunization, family planning and reproductive health, nutrition, health systems strengthening, water/sanitation/hygiene, malaria, prevention of mother-to-child transmission of HIV, and pediatric HIV care and treatment. USAID's MCSP engages governments, policymakers, private sector leaders, health care providers, civil society, faith-based organizations and communities in adopting and accelerating proven approaches to address the major causes of maternal, newborn and child mortality such as postpartum hemorrhage, birth asphyxia and diarrhea, respectively, and improve the quality of health services, from household to hospital.

The HR Assistant will provide support to all human resources management functions under the MCSP and other Jhpiego-led programs in Liberia. The HR Assistant is primarily responsible for the day to day administrative HR functions of the Human Resources unit of Jhpiego Liberia including ensuring if HR processes are done properly and timely in line with the established checklist(s), such as personnel and procedural filings, recruitments and separations, inductions, leave administration, annual and interim performance appraisals, follow up staff life and medical insurance issuance and renewals, claim reimbursements.

### Required Qualifications:

University Degree in Management, or related Social Science field, and trainings and prior experiences in Human Resources Administration is advantageous with 1-2 years' experience. Or have Clerical or Secondary Education with 3-4 years of experience required; supervisory experience preferably in INGO HR environment, or in managing administrative tasks such as database/file organization, assists in office/program management, etc.

### Responsibilities include:

- Provides recruitment support by posting vacancies, organizing job applications, and participating in preliminary shortlisting as required
- Schedules new hire orientation sessions
- Ensure that new employees have business cards
- Prepares new hire orientation packets as indicated on the checklist;
- Tracks introductory performance review due dates and informs HR Manager
- Update supervisor of enrolment and maturity of staff life and medical polices;

- Ensures that personnel files (including hard copies) are maintained electronically and online, using Jhpiego Enterprise Management System (JEMS), in-house training to be provided to incumbent;
- Supports the provision of HR related information as requested by responsible bodies including government authorities, donors and partners;
- Assists staff with insurance claims and reimbursements, as necessary
- Assists in the implementation of HR policies as outlined in the Jhpiego Liberia Employment Policy Manual;
- Remains aware of any new developments with regard to local and international provisions as applicable to HR management and functions;
- Assists Supervisor in devising ways to improve systems, processes and maintain quality to HR Team deliverables;
- Maintains confidentiality of HR related information at all times and assists in developing and implementing systems and processes
- Sound communication, and interpersonal skills to work in a multi-disciplinary team setup; ability to establish and maintain effective working relationships;
- Ability to work proactively; organized to manage own work;
- Good computer skills, including competence in word processing, excel, internet/email and familiarity with HRIS;
- Familiarity with USAID rules and regulations
- Exemplifies excellent customers service skills and awareness of clients/customers awareness
- Excellent problems solving and time management skills including the ability to handle multiple priorities sometimes under pressure of deadlines;
- Demonstrate high personal work ethics, including setting high standards for oneself.
- Excellent oral and written communication skills in English is required;
- Demonstrated ability to perform duties in a proper and honest manner
- Any other tasks as assigned by the supervisor.

***Liberian nationals are strongly encouraged to apply.***

Interested applicants should send their electronic CVs to: [liberiahumanresources@gmail.com](mailto:liberiahumanresources@gmail.com) including three professional referees, email addresses and telephone numbers. **Deadline is 12 midnight local time, Wednesday, September 20, 2017.** Only short-listed candidates will be contacted. Jhpiego is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Female candidates are strongly encourages to apply. Failure to follow the instructions of applying, your application would be denied. *For further information about Jhpiego, visit our website at [www.jhpiego.org](http://www.jhpiego.org).*