

JOB TITLE: HUMAN RESOURCES OFFICER

JOB LOCATION: Monrovia, Liberia

BAND: KK

JOB SUMMARY:

a) The Human Resource Officer is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance management, and employee relations.

b) The Human Resource Officer provides advice and assistance to supervisors and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policies of FHI360.

KEY RESPONSIBILITIES:

1. Assist Project Directors in providing support to supervisors and staff to develop the skills and capabilities of staff.
2. Support Project Directors in providing direction, oversight, and interpretation of HR-related policies and procedures that guide the day- to-day operations of the organization.
3. Support the development and implementation of organizational HR programs.
4. Assist in carrying out staff audits, identify gaps and propose staffing levels for the organization.
5. Implement FHI 360 HR policies, practices, and procedures, and ensure compliance with legal laws and/or regulations in all areas of HR management.
6. Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff and ensure all recruitment are conducted against the organization's staff establishment.
7. Assist in the drafting of job descriptions and advertisements for vacant jobs, screening applications, shortlisting, and interviewing and selecting candidates.
8. Provide information and assistance to staff, supervisors on human resource and work-related issues.
9. Maintain an up to date and accurate staff records and filing system.
10. Perform other duties as assigned.

EXPERTISE AND COMPLEXITY:

1. Maintain confidentiality for sensitive Human Resources issues or projects and use judgment and decision-making to execute duties and responsibilities.
2. Knowledge of Liberian government regulations, including USAID or another donor.
3. Participate in professional HR activities and events to stay current with HR practices.

4. Resourceful through technology, research skills, and relationship building among several organization teams and units and professional organizations.
5. Knowledge of FHI and organizational groupings.
6. Perform detail-oriented work with a high level of accuracy.
7. Has knowledge and applies resources to work authorization issues.
8. Has written and verbal communication skills.
9. Work independently with initiative to manage high volume and sensitive workflow, may structure work of staff members.
10. Interact with diplomacy and tact and follow-up on requests in timely and efficient manner.
11. Working knowledge of relevant software, including Microsoft Office Suite.

TYPE AND NATURE OF CONTACTS:

1. Routine coordination with FHI360 employees and consultants and external individuals including applicants, on-site and in the field.
2. Coordinate work assignments with colleagues and organize work efficiently.
3. Interact with FHI360 management.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Human Resources Management or Administration
- Minimum of 5 years' experience in human resources management and administration in an NGO or development agency
- Conversant with personnel systems, performance management processes and immigration procedures.
- Working knowledge of Liberia labor regulations

TYPE AND NATURE OF CONTACTS:

Frequent interaction with others and resolving problems situations with tact.

SUPERVISOR: Country Representative/Project Director

Process to apply for this position:

Send an email to: liberiarecruitment@fhi360.org

Please include a covering letter and current CV.

Closing date: April 25th, 2021 at 2PM.