



Vacancy Announcement

Mercy Corps is an international, non-governmental humanitarian relief and development agency that exists to alleviate suffering, poverty and oppression by helping people build secure, productive, and just communities. Mercy Corps works in more than 40 countries, and has been working in Liberia since 2002.

Mercy Corps invites applications from all interested and potential Liberian candidates for the following position(s):

- 1. Human Resources Officer - 01 position, based in Monrovia with frequent travel to field locations**

Please find below the full position description for this position.

"Fostering a diverse and open workplace is an important part of Mercy Corps' vision, and we encourage people from all backgrounds, especially women and members of disadvantaged groups to apply. Mercy Corps is an Equal Opportunity Employer".

How to apply?

Interested and qualified candidates are requested to submit their detailed CV with a cover letter along with other relevant certificates to the email address lr-jobs@mercy Corps.org. You are requested to mention the title of the position on the subject line of the e-mail while applying.

Hard copies of the CV with cover letter along with all relevant certificates can be dropped at Mercy Corps' Office located at "Tubman Boulevard (between 15 & 16 St), Sinkor, Monrovia". Label the left corner of the envelop with the title of the position for which you are applying.

Last date for the submission of CV's is August 03, 2018 by 05:00 pm. Mercy Corps reserves the right to accept or reject any or all CV(s) without assigning any reason. Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.

HUMAN RESOURCES OFFICER

Position Description

Location: Monrovia

Position Status Full-time, Regular

Salary Level

Current Team Member: N/A

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action - helping people triumph over adversity and build stronger communities from within. Now, and for the future. Mercy Corps has been working in Liberia since 2002.

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 HR & Admin Manager and other heads of department in facilitating the smooth operation of MC Liberia human resources work.

Essential Job Responsibilities

The specific duties and responsibilities of the Human Resources Officer include, but are not limited to, the following:

STRATEGY & VISION

- Recognize opportunities for innovative action and create an environment where alternative viewpoints are welcomed.
- Set direction by prioritizing and organizing actions & resources to achieve objectives and contribute to countrywide strategy development.

HR MANAGEMENT

- To support the HR & Admin Manager to develop, implement and administer human resources department goals and objectives.

- To support the HR & Admin Manager to implement and evaluate the National Staff Handbook.
- To support and assist the HR & Admin Manager to develop, implement and administer effective human resource programs including recruitment, orientation, performance evaluation, career development, training, diversity training, and any other HR function.
- 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.
- 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).
- Maintain and report employee statistical data, as requested by the HR & Admin Manager.
- Assist the HR & Admin Manager in orientating new personnel hire with respect to HR national team handbook, policies and procedures, including remuneration, benefits, and the organizational “work ethic”.
- Be responsible to encourage all team members to complete Mercy Corps mandatory courses and other online talent development resources.
- Guide the appropriate department on the tax deduction for short term service contractor.
- Support the HR & Admin Manager to administer all health insurance issues including employee inquiries and communication with the insurance provider.
- Support the HR & Admin Manager to facilitate the process of Social Security Account opening for newly hired team member if required.
- Distribute and collect completed employee timesheets as per organizational policy.
- Support the HR & Admin Manager to draft and facilitate the payroll initiation process.
- Be responsible to update the leave records and share the balance with the team members.
- 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.
- 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.
- Other duties as assigned.

INFLUENCE & REPRESENTATION

- Represent social business in forums/workshops/conferences/sector coordination meetings to share best practices and findings with private sector, government, and the wider development community, as relevant.
- Develop and maintain positive working relationships with the local business community and relevant private, public and civil society sectors to further the organization’s mission

SECURITY

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members operate in a secure environment and are aware of policies.

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.

ACCOUNTABILITY TO BENEFICIARIES

- Mercy Corps team members are expected to support all efforts toward 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.
- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

Supervisory Responsibility

None

Accountability

Reports Directly To: HR & Administrative Manager

Works Directly With: All MC Liberia Team

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

The ideal Human Resources Officer should have a good knowledge of HR systems and strong communication skill. S/he should be creative and have a fun approach to teaching and leading. S/he should be able to work effectively on capacity building, mentoring and team-building techniques. S/he should be sensitive to, and have an understanding of local context as well as familiarity with field staffing structures. Experience working with Senior Management on people issues is preferred. Demonstrated attention to details and ability to follow procedures, meet deadlines and work independently and cooperatively with team members. Experience taking the lead on unfamiliar tasks within diverse cultural contexts.