



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. HR/Admin Officer – 01 position, based in Grand Bassa County with frequent travel to field sites.

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 “Sophie, Tubman Boulevard, Opposite SOS Medical Center, 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 11, 2020 by 04:00 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.

HR & ADMIN Officer

Position Description

Location: Buchanan, Grand Bassa Office

Position Status: HR/Admin Officer

Salary Level: 3

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.

Program / Department Summary

The Human Resources department is responsible for providing effective and efficient services to all mercy corps Liberia staff. The HR department is responsible to ensure that all the processes performed are in line with the mercy Corps requirements, local policies and donor rules and regulations. The HR department is responsible to ensure staff wellbeing and fair treatment of all existing and new hired staff.

General Position Summary

The Human resources Internship position is mainly responsible for the day-to-day administrative functions within the department. This individual works with the HR/Admin team to ensure the unit complies with all labor regulations as well as the established best practice organization policies.

Essential Job Responsibilities

The specific duties and responsibilities of the HR/Admin Assistant position include, but not limited to, the following:

- Perform general HR clerical activities including but not limited to, photocopying, filing, scanning.
- Ensuring that all new hires in Buchanan completes his/her probationary evaluation form and submit to Head Office in time.
- Coordinate all annual and sick leave tracker for the Buchanan staff and ensure its accuracy.
- Do follow up with supervisors to ensure that annual evaluation forms are completed in a timely manner.
- Take minutes of general Staff meeting at the field office and share with SMT.
- Code all monthly timesheet for HR/Admin Manager review.
- Support candidate interviews, written and oral by setting up computers and returning to HR office afterward.

- Make phone call invitation for candidates shortlisted for interview.

Strategy & Vision

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

HR MANAGEMENT

- Support the HR department at the field level with all HR related issues or concerns.
- Follow up new staff NASSCOP and ACTIVA ID cards in a timely manner.
- Support the HR team to submit HR documents (i.e. timesheets, leave forms, contracts)
- Keep the HR bulletin outside the office fence up-to-date and tidy(i.e. removed expired adverts and post new adverts)

ADMIN Management

- Manage the office supplies and regularly submit store release to operations for replenishment □ Ensure that application documents not accepted are properly stored in the archive room.
- Maintain schedule and coordinate calendar activities
- Assist recruiters in posting job ads on careers pages and processing received resumes

Finance & Compliance Management

- Ensure compliance with donor and Mercy Corps regulations related to emergency programming.
- Draft and/or review scope of work to hire and manage any technical consultants, including review for technical efficacy and contract budget.

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/Admin Manager

Works Directly With: All MC Liberia Team (Buchanan)

Knowledge and Experience

- Minimum 2 years of experience working with International NGO as Assistant/Officer Human Resources and administration;
- Certificate in Human Resources Management (HRM),
- BSc degree in, Management, administration or secretarial science is an added advantage.
- Hands on experience with HR software, like HRIS or HRMS
- High-level experience with MS Office applications
- Knowledge of labor legislation
- Excellent organizational and time-management skills

Success Factors

The ideal human resources Assistant temporary should have a good knowledge of administrative, human resources systems, and strong communication skill. He/she should be creative and have a fun approach to teaching and learning. He/she should be able to work effectively on capacity building, mentoring and team-building techniques. He/she should be sensitive to, and have an understanding of local context as well as familiarity with field staff structures. 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 culture contexts.

