

# JOB ADVERT

## Human Resource Officer

Created in 1979 and now operating in over 50 countries around the world, Action Against Hunger is one of the major actors in fighting hunger. Active in Liberia since 1990, Action Against Hunger has become one of the main humanitarian and development actors in the country focusing on Nutrition, Health, Mental Health and Psychosocial Support (MHPSS) as well as Food Security and Livelihoods (FSL), Water Sanitation and Hygiene (WASH) to address the underlying and root causes of nutrition insecurity. Action Against Hunger's work in Liberia has evolved significantly over the years from emergency response to longer-term development, aiming at ensuring the provision of nutrition services within the health system; promoting and implementing FSL and WASH interventions; and developing strong partnerships with local civil society and national NGOs as well as the Government of Liberia. Through the years, Action Against Hunger has developed a strong acceptance within the communities in the areas of interventions. Action Against Hunger Country office is located in Monrovia.

### I. Summary of position

Action Against Hunger is seeking highly motivated professionals to join our team as **Human Resource Officer**. The **Human Resource Officer** will be a team player that will work along with all staff. He/ She will support the mission and values of Action Against Hunger by effectively supporting the HR Manager in the recruitment of competent workforce, support employee relations, and maintain accurate staff records. He/ She will foster a positive and inclusive work environment, ensuring that all staff are motivated, well supported, and aligned with the organization's goals to maximize Action Against Hunger impact on the communities we serve through its workforce.

### II. Some key job responsibilities

#### **Mission 1: Keep national staff files up-to-date:**

- Check the validity and file documents in the staff files, and request for missing documents,
- Up-date the staff database with personal information, leave days and overtime forms, and file them in the staff files,
- Follow-up the implementation of appraisals (annual, end of probation period, end of contract) and training plan,
- Support HRM in updating organization chart for the mission on a quarterly basis or when requested,
- Keep confidentiality of staff records

#### **Mission 2: Contribute to organize staff recruitment and departure**

- Support the HR Manager in the write up of job advert and ensure it is circulated widely to attract qualify applicants
- Support the HR Manager with the preparation of contracts
- Support the HR Manager with all recruitments up to the hiring of the successful candidate (the collating and initial shortlist of suitable job candidates, appointment, reference, offer, etc.)
- Update the recruitment tracker on a weekly basis and send to HRM
- Organize staff onboarding and follow up the induction
- Ensure proper exit of staff at the end of contract and follow up any outstanding equipment, items or documentations

- Collect all the personal information needed and make sure that every new employee understands and signs an employment contract, a job description, the internal regulations & Convention on social benefits (CSB)

### **Mission 3: Contribute to the preparation of monthly payroll**

- Submit all documents and information for the payroll and request for missing information from the employees & line managers,
- Monitor the salary advances & loans requests,
- Enter all information in payroll software for the comparison period with current database,
- Take lead on the Social Security payroll and the income Tax payment,
- Ensure that payslips are received by all staff members for signing and keep copy for payroll audit

### **Mission 4: Supporting on HR issues**

- Support the HR Manager with drafting internal communication of HR issues, and conciliation with the staff,
- Support with organizing staff general meetings and write the minutes,
- Assist the HR MANAGER in the implementation of ACF Code of Conduct
- Ensures all new joiners are enrolled into ACF NASSCORP system
- Rollout training on new policies with the guidance of the HR Manager
- Support in the coordination of staff medical insurance
- Be the focal person on staff timesheets and ensure an accurate and timely submission
- Serve as backup for the HR Manager when required
- Provide quality guidance to line managers on HR issues
- With guidance of the HR Manager, lead the component of HR on audit matters

### **Mission 5: Follow up administratively the expatriates Human Resources**

- Support the HR MAANGER in Checking the validity of expatriate's visa, residency and work permits and make sure they are renewed on time,
- Prepare every month the per diem and COLA forms for payment to expat,
- Assist in booking air tickets of transportation for all ACF staff while traveling for work purposes,
- Prepare the flight reimbursement & the break allowance for expat staff,
- Prepare the form for the child allowance payment on a monthly basis for expat staff (for French contract only),

### **Mission 6:Team Management**

- Manage a team of two cleaners
- Regularly update team job description
- Provide capacity building for team
- Set clear goals for team and hold them accountable for action

### **Mission 6: Gender and Safeguarding**

- Support gender in the day to day work
- Ensure all HR data is disaggregated by sex
- Ensure compliance to protection principles

## **IV. Qualifications & Experience**



- Bachelor's Degree in Human Resources, Business Administration, or a related field: A solid educational foundation is essential.
- Minimum 2 years' experience working in the field as HR Officer preferably within the NGO sector
- Good understanding of the labor laws and Regulations;
- Familiarity with HR Information Systems (HRIS) and other relevant software.

#### V. Required Competencies And Skills

- Strong verbal and written communication skills to effectively interact with staff and stakeholders
- Excellent organizational abilities to manage multiple HR tasks and projects.
- Being approachable and understanding to support staff needs and concerns.
- Computer skills in Word, Excel, MS Outlook, and MS Teams
- Ability to analyze HR metrics and data to inform decision-making

#### VI. Remuneration package

**Anticipated starting date:** March 1, 2025

**Contract length:** 12 months renewable based on funding and performance

**Location:** Monrovia with frequent travels to other Action Against Hunger intervention areas

**Basic Salary:** \$1,000

**Transportation allowance:** \$135

**Education Allowance:** \$90

**Medical Insurance:** staff and four dependents inclusive of spouse

#### **HOW TO APPLY:**

Are you passionate about creating a positive impact in the workplace and eager to showcase your HR expertise? Action Against Hunger is seeking a dedicated **Human Resource Officer** to join our team and support our multi-sector projects. If you're ready to contribute to our mission and make a difference, we want to hear from you. If you are self-motivated, culturally adept, and ready to make a difference, we want to hear from you! Please send your CV and motivation letter to:

[recruitment@lr-actionagainsthunger.org](mailto:recruitment@lr-actionagainsthunger.org) with "**HR Officer 003**" in the email subject line, along with three work-related references from your most recent employers no later than 14<sup>th</sup> February 2025, 5:00 PM

Action Against Hunger is committed to diversity and inclusion within its workforce, and encourages all competent persons, irrespective of gender, religious and ethnic backgrounds, including persons living with disabilities, to apply and become part of the organization.

Action Against Hunger is committed to protecting all persons it comes into contact with through our work, including children and at-risk adults. Action Against Hunger has ZERO TOLERANCE towards all forms of harm and abuse.

Action Against Hunger is an equal-opportunity Employer. Qualified women are particularly encouraged to apply.
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