



Job Vacancy Human Resource Officer

Organization profile	<p>Welthungerhilfe was founded in 1962 is a non-profit making, non-denominational, and politically independent organization.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/Inclusive Food Systems and Nutrition Security, Health System Strengthening and WASH</p>
Duration	12 months with possibility of extension depending on performance and budget availability
Location:	Monrovia, Liberia
Objective of the Position:	The HR Officer leads Welthungerhilfe recruitment process, ensuring the hiring and retention of the most competent candidates, and in compliance with all relevant HR policies and procedures
Responsible to:	Head of Human Resource
Duties and Responsibilities:	<p>Support employment planning and recruitment:</p> <ol style="list-style-type: none"> 1. Assist the Head of HR and managers in defining future personnel needs. 2. In liaison with the hiring manager, update the required competencies and person specification for open positions. 3. Ensure that vacancy announcements correspond with the required profile and Welthungerhilfe standard, and publish them as widely as possible through electronic and print media 4. Support the hiring of qualified female candidates. 5. Ensure that all candidates are properly screened, and professional and character references obtained. <p>Manage staff compensation and benefits:</p> <ol style="list-style-type: none"> 1. In liaison with the Head of Finance, assess the competitiveness of Welthungerhilfe compensation and benefits through benchmarking with other agencies. 2. Keep track of country legislation concerning compensation and benefit and identify need for adjustments. 3. Ensure that all staff always have a valid work contract. <p>Synchronize training and development measures:</p> <ol style="list-style-type: none"> 1. Ensure that employee dialogue takes place at least twice a year 2. Advise the Head of HR on staff training and career development needs.
Education	A university degree in Human Resource Management, Business Administration, or related discipline
Professional Experience	5 years of professional experience in human resource management
Language Skills	Excellent spoken and written English
Personal Skills	<p>Good interpersonal and HR skills</p> <p>Proven ability to work in a team.</p> <p>Ability to communicate clearly and instructively.</p> <p>Strong emotional intelligence</p>
Application Process	<p>Please send application package; <u>one-page Motivation LETTER</u> and a maximum of 2 pages <u>CURRICULUM VITAE (CV)</u>, and contact details of 3 professional referees to: Recruitment.Liberia@welthungerhilfe.de</p> <p>Subject Line: Application for the position of 2412- Human Resource Officer</p>

	Welthungerhilfe is an equal opportunities employer, therefore qualified females are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office
Date	July 5, 2024