**JOB DESCRIPTION**

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| **Job Title:** | Human Resources and Admin Officer  |
| **Company:** | Self Help Africa |
| **Department:** | Administration |
| **Location:** | Addis Ababa, Ethiopia |
| **Contract Type** | One-year Fixed Term – renewable on conditions |
| **Reports to:** | Head of Finance & Administration  |
| **Salary** | As per SHA scale |
| **Purpose** | Provides effective and timely support to Admin and HR functions to enable the country office to operate smoothly.Ensures that offices are adequately set up. Ensures that all procedures and documents pertaining to administration and HR are in place and being followed. Responsible for managing every aspect of the employment process, including orientation and training new staff members. The role also covers limited scope of finance tasks during the initial stages. Supports Head of Finance & Admin (HoFA) and Country Director (CD) to ensure all aspects admin and HR policy are implemented and adhered to and ensures timely issuances of all relevant monthly reports.  |
| **Key Responsibilities:** | **HR Support*** Supporting the development and implementation of HR initiatives and systems
* Providing counselling on policies and procedures
* Create and implement effective onboarding plans
* Support the management of disciplinary and grievance issues
* Maintenance of employees records according to policy and legal requirements through electronic and hard copy of personnel files;
* Updates and keeps staff records as per SHA format
* Collects all relevant documents leading to selection of staff, and files sequentially
* Process staff leave requests in Salesforce, ensuring compliance to SHA regulations,
* Complete all processing of pension scheme with relevant government offices starting from employee recruitment to termination or resignation.
* Manages the talent acquisition process, which includes JD development, Posting, shortlisting, scheduling interviews, interviewing, and hiring of qualified job applicants.
* Providing the necessary support for payroll requirements

**Office Administration & Finance*** Handles utilities payments and other related matters
* Liaises with governmental and non-governmental organization in facilitating SHA communication
* Draft circulars, reports, memoranda, minutes, and confidential letters
* Prepare correspondence for the organization
* Respond to simple letters and oral queries
* Liaise and update information with government stakeholders
* Communicate official phone calls, meetings, and other engagements to Self Help Africa staff
* Prepare special internal notices for posting, as required
* Responsible for updating HR and other administrative data such as leave, timesheet, imprest etc. on Salesforce
* Responsible for allocation of office space, equipment, and other facilities to new staff
* Handles routine tasks using template formats or prior directives
* Schedules appointments
* Prepares itineraries for visitors to Self Help Africa in consultation with CMT
* Receive/send incoming/outgoing correspondences and re-routes as instructed by Self Help Africa
* Pre-number hard copies of all outgoing letters, messages, faxes
* Ensure that files of incoming/outgoing correspondences are maintained according to filing procedures of Self Help Africa
* Ensure that messages and outgoing correspondences are dispatched by mail, hand, fax or e-mail
* Prepare purchase requisitions for office supplies
* Perform other duties as assigned by HOFA and management team
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| **Key Relationships:** | **Internal** * Country Director (CD)
* Head of Programmes (HoP)
* Head of Finance & Administration (HoFA)

**External*** External Stakeholders
* Government Departments, banks, external auditors
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| **Knowledge and Experience** | * Ability to communicate both in Amharic and English in writing and speaking
* Ability to handle sensitive matters
* Knowledge of appropriate computer software to handle the task
* At least 4 years of experience in relevant posts, of which 2 are in similar position of human resource and administration, and general service preferably in the NGO environment
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| **Qualifications/Other Requirements** | **Essential*** BSc/BA Degree in human resources, business administration, social studies, or relevant field

**Desirables:*** Proven experience in human resources and administration
* Experience using accounting software or other system
* Proficient in computer skills, MS Office; knowledge of HRMS is a plus
* Thorough knowledge of employment-related laws and regulations
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| **Role Competencies** | * Excellent verbal, analytical, organisational, and written skills including basic working level of English
* Willingness to work as part of a team, ability to follow direction
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission, and values
* Understanding of labour laws and disciplinary procedures
* Excellent ICT skills including a good knowledge of MS Office
* Attention to detail and the ability to produce timely and accurate financial information
* Demonstrate flexibility in the face of change
* Ability to manage multiple priorities without loss of composure
* Determines the appropriate allocation of time
* Demonstrate the ability to foresee problems and prevent them by taking action
* Interact professionally with clients and colleagues
* Properly responds to requests with accuracy and courtesy
* Works as a competent member of team, willingly providing back-up support for co-workers when required
* Proficiency in using standard office equipment such as computers, fax, photocopier, scanner etc.
* Proficiency in quickly adapting to new technology and easily acquiring new technical skills
* Exhibit sound judgement and ability to make reasonable decisions in the absence of direction
* Refer problems to appropriate person when necessary
* Works effectively without constant and direct supervision or guidance
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**Self Help Africa is committed to equal employment opportunities. However, for this post we encourage more female applicants.**