**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JD Unique ID:** | Internal |
| **Job Title:** | HR and Administration Assistant |
| **Company:** | Self Help Africa |
| **Location:** | Abuja |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period:** | 2 years (renewable) |
| **Reports to:** | Country Operations Coordinator |
| **Organisation overview:** | **About Self Help Africa**  **Self Help Africa (SHA)** is an international development organisation headquartered in Dublin, Ireland and dedicated to the vision of **‘Sustainable livelihoods and healthy lives for all in a changing climate’.** Founded in 1969 and working across 17 countries, 15 of which are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our programmes in the two countries where we are working outside of Africa. SHA has been operating in Nigeria for over 25 years (formerly as United Purpose and Concern Universal).  Our wider organisation also includes social enterprise subsidiaries: Partner Africa - which provides ethical auditing and consultancy services, TruTrade - an innovative trading platform in East Africa, and CUMO - Malawi’s largest micro-finance provider.  In early 2023, we launched a new five-year organisation strategy, which outlines our mission of alleviating hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.  Our three core values are:  **▪ Impact:** We are accountable, ambitious and committed to systemic change.  ▪ **Innovation**: We are agile, creative and enterprising in an ever-changing  world.  ▪ **Community**: We are inclusive, honest and have integrity in our relationships.  To achieve our organisational mission, we work across numerous sectors, such as Agriculture, Climate & Environment, Energy, Enterprise, Nutrition, and Water Sanitation & Hygiene (WASH). |
| **Programme description** | SHA has been working in Nigeria since 1999, implementing community-based development interventions to promote improved sanitation and hygiene practices to reduce water-borne diseases, improved livelihood, food security and resilience to climate change. Our multi-sectorial expertise informs our integrated approach to sustainable food systems, land restoration and climate adaptation.  The organisation is duly registered with the Federal Government of Nigeria Corporate Affairs Commission and works closely in partnership with the Federal, State, Local governments and civil society organisations.  SHA has offices in Benue, Cross River and Kano with a Country Office in Abuja, Nigeria. This role is based in the Abuja office. |
| **Job Purpose:** | SHA is looking for an efficient Administration Assistant to support the HR and Administration procedures and processes of the country programme based in the country office in Abuja.  The HR and Administration Assistant will support the country office by contributing to efficient HR management and developing and sustaining relationships with other departments. The HR and Administration Assistant officer is responsible for maintaining a close collaboration with other units of SHA and address all HR needs. |
| **Key Responsibilities:** | **Recruitment and Selection:**   * Uploading the Job description on to salesforce and facilitate approval by the authorized persons. * Assist in preparing advertisement, circulate the advertisement as per listed agencies/ newspapers/ website. * Longlist/shortlist the CVs as required and assist organising written test and interview sessions in consultation with the hiring manager. * Conduct reference check as per organisational policy and finally assist in contracting, induction and onboarding of the new staff.     **Salesforce Administration for HR Information and Approvals:**   * Administer HR-related data and approval workflows within Salesforce. * Ensure HR data is consistently updated and accurate, maintaining data integrity. * Generate status reports on HR processes as required for program and management teams.   **Recruitment Support for Consultants:**   * Support team members in the recruitment of consultants for country office programmes. * Prepare Requests for Proposals (RFPs) for consultant services based on programme needs. * Arrange and facilitate pre-bid sessions for the clarification of Terms of Reference (ToR). * Assist in the evaluation of both technical and financial bids for consultant recruitment. * Support the decision-making process by providing evaluation summaries and recommendations. * Coordinate with authorised persons or hiring managers to ensure smooth contracting and onboarding**.**     **Compensation and Benefits Administration:**   * Develop and administer compensation and benefits policies, programmes, and procedures, in compliance with legal requirements and industry best practices. * Support the design and implementation of new compensation and benefits initiatives, including developing incentive programmes and employee recognition programs. * Manage the administration of employee benefits programs, including vacation/leave tracker and wellness programs. * Provide guidance and support to employees regarding compensation and benefits questions and concerns, acting as a point of contact for all related queries. * Develop and deliver comprehensive communications and educational materials to enhance employee understanding and awareness of compensation and benefits within SHA Nigeria. * Collaborate with external vendors, such as insurance providers and benefit administrators, to ensure quality service delivery and resolve any issues or disputes. * Calculate overtime prior check with logbook/ vehicle schedule book. * Administer communication allowance and ensure prompt allocation to staff at the beginning of each month. * Stay updated on emerging trends, legal changes, and best practices in compensation and benefits administration to ensure compliance and informed decision-making.   **Staff Insurance - Hospitalization & Group Life:**   * Support the review and update of Staff Health & Group Life Insurance and related policies. * Support in identification of insurance service provider and contracting with them in line with the organisational procurement policies. * Update annual contract and process annual premium with appropriate documentation. * Process new staff inclusion and deletion of the staff on their exit from the organisation from the insurance schemes in consultation with the HR lead. |
| **Key Relationships:** | **Internal:**  Global HR team,Programme, Monitoring Evaluation Accountability and Learning, Finance & Admin, Operations & Procurement, Communications and Security Teams.  **External:** Suppliers/Vendors, Consultants, Service Providers and other external stakeholders. |
| **Knowledge, Experience and Other Requirements** | **Education and other qualifications:**  • University degree in human resources management /business  management, Social Science or equivalent in a relevant field.  • Training on IT and or HR is an advantage  • Proficiency in MS Office 365 or Office 365 essential.  • 2-3 years working experience in an HR, Administration and logistics role preferably in an INGO.  **Experience and skills:**  • Strong interpersonal and communication skills and aptitude for working  as part of a team.  • Ability to build and maintain positive relationships with staff, partners, and external stakeholders.  • Experience in supporting recruitment processes, including job postings, shortlisting, and interview coordination  • Understanding of labor laws, HR policies, and organizational compliance standards, especially in humanitarian settings.  • Assisting in the recruitment lifecycle: job advertisements, CV screening, and scheduling interviews.  • Supporting onboarding processes, including orientation programs and collecting compliance documents.  • Coordinating office supplies, travel arrangements, and logistics for staff in field locations.  • Maintaining strict confidentiality in managing employee records, contracts, and sensitive HR matters.  **Language Requirements:**  Written and oral proficiency in English and relevant local will be an advantage. |

**Application Procedure:**

Fill and send the attached Self Help Africa application form and also send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on SHA website.

Email title must be same as the position you are applying for and the location of the position.

In the cover letter, please ensure to explain the following:

1. Why you are applying for the position
2. How do your skills and experiences meet the job’s specification
3. When will you be able to take up the position if successful.

The deadline for this application is **17th January, 2025.** You are advised to apply early, as applications will be treated on rolling basis. Only shortlisted candidates will be contacted.

*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunity employer.**