



For a world without hunger

Job Vacancy: HR/ Admin Assistant

Job Title:	HR/Administrative Assistant
Organization profile and background:	<p>Welthungerhilfe Welthungerhilfe was founded in 1962 as the National Committee of the “Freedom from Hunger Campaign” set up by the United Nations’ Food and Agricultural Organization (FAO). Today it is one of the largest non-governmental organizations working in the area of development cooperation and humanitarian aid in Germany. Non-profit making, non-denominational and politically independent, the organization is run by a board of honorary members under the patronage of the German President.</p> <p>Welthungerhilfe is working in 39 countries in Africa, Asia and Latin America and campaigns publically for fairer cooperation with developing countries. Its work is funded by private donations from the population at large and public grants including USAID/OFDA, ECHO (FPA P-partner), and works with funding from BMZ, German Foreign Office, DEVCO/Europe Aid, DFID, KfW among many others.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/ Sustainable Food and Nutrition Security, Infrastructure and WASH.</p>
Location:	Based in MONROVIA
Duration:	12 months with possibility of extension
Job purpose:	<p>Providing office management services and supporting the recruitment process of national staff Responsible for providing office management services. This includes maintaining office services and efficiency and filing all office records. Performed clerical and secretarial functions (scanning of documents, drafting of letters, memo, reports, emails, meetings minutes etc)</p>
Responsible to:	HR Manager
Main Responsibilities:	<ul style="list-style-type: none"> • Support recruitment and updating of all staff files • WHH Country Office Management and Maintain Office records • Processing work permit, re-entry visa and airport visa for expats • Filing, Scanning and photo copying of all HR/Admin documents • File all HR/Administrative documents. • Process Work Permits, Re-Entry Visa and Airport Visas for expats • Filed all administrative and HR documents • Organized and monitor the facility to ensure that it is safe, secure, and well maintained. • Request monthly supply for the Country Director and HR/Administration Office used. • Arranged hotel accommodation for expats and national staff • Prepare employment packages for new employees • File, scan and photocopy expats and HR/Administration documents
Experience :	Minimum 2-3 years of experience in a similar position and in international organizations.
Education:	University degree in Business Administration, Human Resource Management, or its equivalent in practical experience
Languages:	Good command of spoken and written English Familiar with South East Liberia
Computer skills:	Good knowledge of Microsoft Office, especially: Word and Excel Good working knowledge of modern communication systems
Personal Skills:	<ul style="list-style-type: none"> • Creative, flexible and pro-active • Team player; able to work in a multi-cultural environment • Able to take initiative, self-motivated/independently working • Gender sensitive • Very good listening skills • Willingness to learn and share knowledge



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Starting date	ASAP
Applications for this position should be sent to:	Welthungerhilfe is an equal opportunities employer, therefore qualified females are encouraged to apply for this position. Please send softcopies of a motivation letter and CV to the below email with the subject “ HR/Admin Assistant ” Recruitment.Liberia@welthungerhilfe.de
Closing date:	July 20, 2020