

HR & Administrative Officer

Monrovia, Liberia



The European Institute of Cooperation and Development (IECD) is a French non-governmental organization founded in 1988 and operating in the field of social and economic development in partnership with local institutions. IECD's main sectors of action are vocational training and professional integration and support to micro and small enterprises. IECD has several programs being implemented in more than 10 countries. More information on www.iecd.org.

In Liberia, IECD launched project **STRIVE** in July 2020. The project focuses on three main aspects, developing the TVET curricula in partnership with the Ministry of Education and the Ministry of Youth and Sports, increasing the employability of trainees and providing technical training to farmers in Gbarnga and Buchanan.

As part of the launch of these activities in Liberia, IECD Liberia seeks to recruit an HR and Administrative Officer who will participate in this development. IECD has an office in Monrovia and a sub-office in Gbarnga. IECD is planning to recruit 17 persons in the next 2 years, including 14 in 2021.

MISSION

Part of a multinational team, under the supervision of the Deputy Country Director, the HR & Administrative Officer will support the management of HR and will follow up on administrative issues.

She/he will ensure compliance with legislation in force in Liberia and with IECD's internal rules.

She/he will supervise cleaning personnel at the Monrovia's office.

She/He will be the focal point for all administrative tasks concerning international staff and for HR management related to national staff.

She/he will work in close collaboration with the Deputy Country Director to continuously improve HR policy and administrative practices within IECD in Liberia. The HR & Administrative Officer will also be responsible for recurrent purchases and for mail management related to the office in Monrovia.

1) HR management:

- Centralizes recruitment needs and makes recommendations on how to handle them
- Provides support to the Project Managers for an efficient hiring process (job offers, CV preselection, organization of tests and interviews, references etc.)
- Maintains the HR database of IECD in Liberia (including the sub-office)
- Prepares and follows up on employment contracts
- Ensures the proper filing of HR documents (hard and soft copies)
- Manages the payroll including taxes or monitors the payroll process if subcontracted
- Facilitates a good onboarding of new collaborators
- Monitors staff attendance and leaves
- Proposes, timely and constructively, alternative solutions to problems that arise in the work area
- Ensure the IECD Liberia staffs have their NASSCORP ID card with their nine digits on it
- Make sure, in close collaboration with the accountant that all contributions or payments are made at the end of every month according to the rules and regulation of NASSCORP

2) Compliance with the legal and administrative frameworks:

- Ensures the compliance of HR management with Liberian laws in close cooperation with legal assistance contractors
- Ensures the compliance of HR management with IECD's internal rules
- Provides recommendations to improve the HR policy

3) Administrative management:

- Contributes to the drafting/editing of regulation for the office and sub-office
- Manages mail for the office in Monrovia (registers and archives incoming and outgoing mail)
- Manages the procurement of recurrent purchases on a regular basis (office supplies, cleaning products...)
- Manages the process of obtention and renewal of expatriate's visas



- Manages the provision of ID cards for all the employees

4) Communication with the personnel:

- Ensures that all employees know and understand internal HR rules of IECD
- Collects and reports employee requests/complaints on a regular basis
- Ensures a positive work environment in compliance with IECD's Core Values and Code of Conduct

5) Team training:

- Centralizes training needs (requested by managers and employees) and recommends solutions
- Supports the implementation and monitoring of training plans

EXPECTED PROFILE

Qualities and skills:

- Sound knowledge of the Decent Work Art Labor law and HR management for small and middle size organization
- Autonomy, adaptability, discretion and organizational skills
- Proactive and problem-solving abilities
- Diplomacy and patience. Capacity to listen and communicate with people from all backgrounds
- Good proficiency in spoken and written English
- Good knowledge of Microsoft Office, especially: Word, Excel, PowerPoint, Outlook and internet applications

Education: Bachelor's degree in Human Resources, Business Administration, or related field

Experience: 3-5 years working on a similar role. An experience with other international organizations or NGOs is a strong asset.

CONDITIONS

Starting Date: February 2021

Location: Sinkor, Monrovia with field visits in greater Monrovia, Buchanan and Gbarnga

Commitment: 2 years.

Compensation: Based on profile.

The candidate is to send his/her CV, Cover letter and references to the e-mail : « contact-liberia@iecd.org »

The subject of the e-mail: **HR and Administrative Officer**

Deadline : January 10, 2021 at midnight.

