

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: Assistant Human Resource Officer

DEPARTMENT/PROJECT: Human Resource/RAP

SUPERVISOR: Human Resource Officer

DATE OF EMPLOYMENT:

GRADE: E Band 2

JOB SCORE

I: JOB SUMMARY

Reporting to the Human Resource Officer, the Assistant HR Officer is responsible for management of the filing system and ensuring that all personnel files have updated employee documents in their files in line with the organization's policies. S/he will be responsible for coordinating refugee community workers (RCW) recruitment and provide administrative support to the human resource office.

II: RESPONSIBILITIES AND TASKS

R1: Employee Records

- 1.1 Open new personal files for each new staff.
- 1.2 Manages the duplication-copying of official documents, reference materials, credentials, transcripts, and other applicant certification
- 1.3 Assures that personnel information is filed correctly and that confidential information is filed in appropriate areas.
- 1.4 Ensure that all personnel files have all documents as per the checklist.
- 1.5 Organize the employee personnel files into sections for easy retrieval of documents.
- 1.6 Ensure HR cabinets are lockable and are safe to keep HR personal files.
- 1.7 Ensure proper office records are maintained.
- 1.8 File all documents in the HR office in the relevant files.
- 1.9 Organize the filing system by ensuring that all files are labeled, and old files are archived.

R2. Occasionally participate in orientation of new employees.

- 2.1 Introduction to the organization, its mission, Vision, functions and culture
- 2.2 Prepares paperwork required for new hires
- 2.3 Benefit plan information
- 2.4 Administrative procedures reviews—security, computer systems and logins, telephone systems, ID badges, supplies and equipment.
- 2.5 Face to face introduction of new staff
- 2.6 Introduction of new staff to their respective department/supervisor

R3: Coordinate Recruitment & Selection processes of Refugee Community Workers

- 3.1 Receive RCW's vacancy announcements from sectors, verify them and sign.
- 3.2 Assist in conducting RCW interviews upon sector request
- 3.3 Peruse the selection interview minutes of RCW's and ensure their accuracy.
- 3.4 Prepare RCW Agreements
- 3.5 Verify the RCW Agreements and confirm that all data required (i.e. name, sector, job title, camp, wage rate, gender, age, individual/alien card no, agreement start and end date) are clearly indicated.
- 3.6 Complete the RCW recruitment tracking template in the shared HR folder.
- 3.7 Prepare RCW's payroll list on monthly basis and share the information with finance on time for preparation of payrolls.
- 3.8 Preparation of RCW badges

R4. Maintain a Refugee Community Worker's Database.

- 4.1 Maintains employee information by entering and updating employment and status-change data
- 4.2 Employee information should include;-personal data, Nature of appointment, Appointment levels, pay rate changes, service periods, payment schedules, disciplinary records etc.

R5. Office Administration

- 5.1 Prepare purchase requisitions in consultation with HR Officer.
- 5.2 Responsible for the receipt of stationeries and control of the same for the HR unit.
- 5.3 Handle all incoming and outgoing mails for HR office.
- 5.4 Prepares documents for distribution to employees or transfer to mailroom for delivery to Country office.
- 5.5 Ensure Tidiness/neatness of the HR Registry/Archive
- 5.6 Assisting with the day-to-day efficient operation of the HR office.

R6: Prepare Staff Establishment reports

- 6.1 Prepare and update monthly staff contact lists ensuring new staff are included and separating staff deleted from the list.
- 6.2 Submit the updated monthly contact list to Nairobi office as required.
- 6.3 Prepare daily staff headcount report using information from staff movement, road convoy, flight manifest and staff headcounts.
- 6.4 Update staff list with missing payroll numbers.

6.5 Propose and advise on new and better ways of presenting establishment reports.

R7: Medical cover focal point at RAP

- 7.1 Liaise with HR focal point in Nairobi to ensure staff and their dependents receive their medical cards.
- 7.2 Check records submitted by new employees for self and dependents to ensure they are correct as per CARE HR manual provisions for medical cover.
- 7.3.1 Check medical claims forms and receipts submitted for reimbursement and forward them to the point person in Nairobi HR Office for appropriate action.
- 7.3.2 Receive employee medical claims, verify and forward to Nairobi office for processing.
- 7.3.3 Make follow up on the medical claims forwarded to Nairobi and give feedback to employees on the status of their claims.

R8: Participate in conducting Disciplinary Investigations.

- 8.1 Occasionally participate in conducting disciplinary investigations.
- 8.2 Occasionally respond to staff complaints and grievances.
- 8.3 Occasionally provide guidance during investigations
- 8.4 Occasionally assist in compiling investigations reports.

R9: Supervision of Refugee Community Workers under HR unit

- 9.1 Take lead in the recruitment of the refugee community workers under HR unit.
- 9.2 Couch and mentor the workers for work assignments in HR unit
- 9.3 Assign them tasks as appropriate and supervise to ensure completion.
- 9.4 Manage their leaves and contracts.

III: AUTHORITY:

Spending Authority: N/A

Supervision: 1 refugee community workers

Decision Making: Makes normal decisions within prescribed standards.

IV: CONTACTS/ KEY RELATIONSHIPS:

External: UNHCR, WFP, and Implementing Partners in Dadaab

Internal: CARE staff

V: WORKING CONDITIONS

The position is based at Dadaab Main Office (DMO) with frequent movements to Ifo and Dagahaley camps as well as any other extension camps and program sites. This is a none-family working station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement between the work station and Garissa as well as inter-camp movement must be under police escort (scheduled convoys), with strict adherence to safety and security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy.

The incumbent shall reside in CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

VI: QUALIFICATIONS & EXPERIENCE

Education: Higher diploma in Human Resource (preferably from IHRM institute).
A bachelor's degree in Human Resources Management

Experience: Two years' work experience in a busy work environment, experience in HR/preparation of various reports will be an added advantage.

Certificate: IHRM membership/certification

Competencies:

- Demonstrated proficiency in using Microsoft office suite
- Fluency – speaking/reading/writing) English is required
- Accuracy, attention to detail & proven ability to organize, prioritize and complete work under tight deadlines.
- Must be highly organized
- Good inter-personal skills; possess the ability to interact with all levels of staff as well as both internal and external clients.
- Ability to work effectively with diverse groups and establish and maintain collaborative relationships with project partners and staff.
- Analytical skills and problem solving skills
- Basic knowledge/experience in using a Human Resources Information System
- Above average /good understanding of the Kenyan labour laws

Employee Signature _____ Date _____

Supervisor's Name & Signature _____ Date _____