

JOB DESCRIPTION

Job Title:	Human Resources Administrator (temporary support)	Location:	Addis Ababa
Department:	Human Resources	Length of Contract:	Temp, ca 10 days
Role type:	National	National / Global role:	National
Travel Involved:	N/A	Grade:	N/A
Reporting to:	Country Director	Direct reports:	N/A
Dotted line manager:	HR & Recruitment Advisor	Indirect reports:	N/A

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and International organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Country and project background

Job purpose

The Human Resources Assistant will provide temporary HR administrative support to Ethiopia Operation.

Scope of work

This position will work closely with the Country team to update and complete all the personnel records (soft and hard copies). They will be technically supported by the HR & Recruitment Advisor.

Key working relationships

Within this position, the key internal working relationships are with the Country Finance Manager and the Country Director. They are also accountable to the HR & Recruitment Advisor based in London.

Key accountabilities

- Collect and process HR information for all employees.
- Create and maintain up to date hard and electronic personnel records for Ethiopia based employees ensuring up to date, accurate information is saved on file and in the HR Information System (Cascade).
- Update staff contact list, emergency contacts, organogram for Ethiopia programme and insurance details as required.
- Maintain accurate records of employment benefits.
- Draft contracts, amendments to contracts and all other staff letters for all Ethiopia based employees and collect new starter documents.
- Keep recruitment data like job descriptions, interview grids, tests on the personal files.
- Collate performance reviews for Ethiopia staff.
- Collate staff learning & development needs and update the L&D tracker
- Handle training and development requests for national staff.
- Any other reasonable duties as may be designated to the role from time to time.

Person specification

Qualifications and experience:

Essential:

- High School Diploma or Certificate in Human Resource Management, Business Administration or a related discipline.
- HR Administration experience.
- Ability to speak and communicate in English
- Prior experience in a similar level, NGO experience will be an added advantage.
- Experience in record keeping/Management.

Work-based skills:

Essential:

- Commitment to maintain confidentiality of HR information
- Able to work on own initiative with limited supervision
- Excellent attention to detail.
- Good written and verbal communication skills
- Excellent interpersonal skills
- Very good in computer skills with high proficiency in Microsoft package
- Resourceful- Able to think outside the box

Desirable:

- Flexible work style
- Willingness to learn new skills
- Knowledge of databases (Cascade) and share point

Core competencies:
Delivering results
LEVEL A - Focuses on delivering contribution to Malaria Consortium and achieving own objectives <ul style="list-style-type: none">✓ Puts in effort required to ensure the delivery of own work and objectives to meet (and exceed) expectations.✓ Strong self-management of time and effort.✓ Checks own work to ensure quality.
Analysis and use of information
LEVEL A- Gathers information and identifies problems effectively <ul style="list-style-type: none">✓ Identifies and uses various sources of evidence and feedback to support outputs✓ Uses evidence to evaluate policies, projects and programmes✓ Identifies links between events and information identifying trends, issues and risks✓ Ensures systems are in place to address organisation needs
Interpersonal and communications
LEVEL B - Fosters two-way communication <ul style="list-style-type: none">✓ Recalls others' main points and takes them into account in own communication✓ Checks own understanding of others' communication by asking questions✓ Maintains constructive, open and consistent communication with others✓ Resolves minor misunderstandings and conflicts effectively
Collaboration and partnering
LEVEL B - Collaborates effectively across teams <ul style="list-style-type: none">✓ Proactive in providing and seeking support from expert colleagues

- ✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution
- ✓ Proactive in building a rapport with a diverse range of people

Leading and motivating people

LEVEL A - Open to learning and responds positively to feedback

- ✓ Willingness to manage own development and performance.
- ✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked.
- ✓ Open to learning new things.
- ✓ Responds positively to feedback from others
- ✓ Identifies mistakes and takes positive steps to improve.

Flexibility/ adaptability

LEVEL B – Remains professional under external pressure

- ✓ Able to adapt to changing situations effortlessly
- ✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments
- ✓ Plans, prioritises and performs tasks well under pressure
- ✓ Learns from own successes/mistakes

Living the values

LEVEL B - Promotes Malaria Consortium values amongst peers

- ✓ Shows a readiness to promote Malaria Consortium's values amongst peers
- ✓ Promotes ethical and professional behaviour in line with Malaria Consortium's values

Strategic planning and thinking and sector awareness

LEVEL A -Manages own workload effectively

- ✓ Plans and manages own workload effectively
- ✓ Is familiar with Malaria Consortium's mission and current strategic plan.
- ✓ Understands own contribution to Malaria Consortium's objectives Takes account of team members and others workload when planning.