**ADMINISTRATIVE OFFICER (HUMAN RESOURCES) – JOB DESCRIPTION TEMPLATE (JDT)**

|  |  |
| --- | --- |
| **Qualities** | **Description** |
| **Summary** | * Efficiently and effectively manage and maintains all aspects of human resources for the country program to ensure that all programs and operations have adequate support needed, and implementing and making available Policy Manual for all staff. The HR is responsible for developing monthly payroll for CP, maintain all national and international personnel files, agreements with landlords for CRS facilities (as applicable) and remaining up to date with all legal issues related to HR management.
 |
| **Key Responsibilities** | **Payroll:*** Process time sheets on time as per CP schedule
* Successful and accurate completion of monthly payroll and related social contributions as regulated by local law
* Process overtime payments calculation and making instruction for payments
* Process salary calculation and payment in compliance with CRS policy and local legal regulations in CP.
* Process timely and accurate application of new laws/regulations to the payroll scheme as they emerge.
* Process monthly severance calculation (for employees and total reserve and allocation by fund and projects) for CP staff
* Process of calculation, payment and allocation by fund/projects pension and health insurance and unemployment contribution and salary tax in compliance with legal regulation in CP
* The development of policy recommendations to improve the efficiency and effectiveness of payroll, social contributions, and taxes
* Monthly update of PAS regional data base

**Personal file**s**:*** The maintenance of accurate personnel files for national and international staff.
* Maintain all work contracts for national staff
* Maintain staff labor work books, as well as pension, health and unemployment forms as per local law requirements.
* Process staff vacation, sick and other types of leave
* Complete work termination papers in compliance with CRS policy and local legal regulation
* Ensure all legal documents are secured for international staff, visa, registration and other required by local law.

**Rental Agreements:*** The maintaining of accurate and competitive rental agreements for apartments/houses, office and warehouse rent contracts, and ensuring processing the payment schedule as per agreements.

**Legal regulative issue and CRS Policy*** Review Official gazettes and meet with Tax Advisers/Lawyers to ensure compliance with work and social security laws
* Make sure that Policies and Procedures Manual is available in all official language versions and provide clarification if required by staff.

**Communication, Coordination and Other Duties:*** Coordinate with Program Support Department staff members, Project Managers and Project Officers and Partners as required.
* Responds to audit queries in a timely and professional manner when necessary.
* Any other responsibilities as directed by the Operations Manager/Head of Operations, and Country Representative.
* Keep senior management informed of all law changes that might have influence on CRS mission in CP
 |
| **Key Working Relationship** | **Internal:**Frequent contact with all Departments within CRS at CP and Regional level.**External:**Legal Advisors, NGO/PVO point person at local authorities, various ministries as applicable, consultants, donors, and peer agencies. |
| **Agency-wide Competencies** | * These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.
* Serves with Integrity
* Models Stewardship
* Cultivates Constructive Relationships
* Promotes Learning
 |
| **Personal Skills** | * Must be scrupulously honest and always foster an atmosphere of trust and integrity.
* Good computers and ICT skills, fully capable with Microsoft Office (MS Word, Excel and PPT), and experience conducting internet sourcing and price comparisons.
* Demonstrated ability to perform fast, efficient and maintain discretion and confidentiality while maintaining the agency's high standards.
* Good negotiator.
* Experience conducting legal review and changes in applicable laws.
* Good data analysis skills.
* Good organizational skills.
* Excellent interpersonal communication skills and relationship builder.
* When necessary be able to relay ideas and concepts to partners in an accessible manner.
 |
| **Qualifications** | * BA/BSc Degree in law, economics, business administration or related field from recognized institution.
* At least 3 years of relevant experience is required.
* Membership in a professional HR gropu/organization preferred.
* Demonstrated ability to communicate clearly and concisely in written and spoken English
* Proven ability to prepare reports and maintain complete files and records.
* Knowledge of local work and social security laws
* Good English-language communication skills (verbal and written)
* Proficient in MS office suite including Word, Excel, Outlook
 |
| **Disclaimer** | * This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.
 |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee | Name | Signature | Date |
| Supervisor | Name | Signature | Date |
| CR or Designate | Name | Signature | Date |