

Catholic Relief Services (CRS) / Haiti
Job Description

Job Title: Human Resources Officer	Reports to: Head of HR
Department : Human Resources	Salary Grade : 7
Location: Fort-Liberté (flexibility for other locations may be considered)	Lien d'application : Cliquer ici pour appliquer

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary

You will help coordinate and support the execution of the Country Program (CP) HR strategy and operational plans in support of high-quality programs serving the poor and vulnerable. You will provide responsive, high-quality service to address HR programs, services and operations needs in all or some of the areas of recruitment, staff development, performance management, employee relations, compensation and benefits, onboarding/orientation, policies, staff care, and employee administration.

Roles and Key Responsibilities

- Manage end-to-end recruitment processes for assigned positions
- Conduct intake meetings to clarify staffing needs, required competencies, timelines, and recruitment strategies.
- Post vacancy announcements through appropriate channels.
- Source candidates using job boards, social media, professional networks, referrals and talent databases.
- Screen applications and conduct initial candidate assessments.
- Coordinate interviews, testing, and selection processes.
- Facilitate reference checks, background checks and employment verification.
- Prepare and communicate employment offers and recruitment outcomes.
- Ensure all recruitment documentation is complete and properly maintained.

- Provide support to the HR Manager in his/her responsibilities with regard to the overall management of HR programs and services in the CP.
- Help coordinate and support HR processes, activities, and service delivery, to ensure they meet latest agency, donor, and local legal requirements and standards and reflect best practices.
- Collect and organize input on HR processes and policies and participate in the review and update of various systems, manuals, guidelines, and tools.
- Support professional development needs assessment and help ensure the provision of precise
- Maintain record keeping through personnel files and/or HRIS that adheres to required CRS, donor, and local law regulations. As needed provide support on analytical reports on HR-related data, metrics and trends to support decision-making, workforce planning and development.

Basic Qualifications

- Bachelor's degree in Human Resources Management or Business Administration required.
- A minimum of 3 years' work experience in HR.
- Experience with and knowledge of employment laws, regulations, policies, principles, concepts, and practices. Good understanding of the local labor law.

Preferred Qualifications

- Preferably with experience with International or local NGO and good knowledge of HR best practices and standards.
- Preferably with HR certification or courses covered

Knowledge, Skills and Abilities

- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, HRIS.
- Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Strong customer service ethic and abilities
- Very good planning, coordinating, and organizing skills
- Able to maintain confidential information
- Proactive, resourceful, solutions-oriented and results-oriented
- Excellent communication and interpersonal skills

Required Languages: French and English

Travel: Must be able to travel regularly to other CRS offices within the country as required by operational needs.

Supervisory Responsibilities: Provides direct supervision to HR Assistants and other HR support personnel as assigned..

