

JOB ADVERTISEMENT

Job Title: Human Resources Officer
Location: Port-au-Prince, Haiti
Supervisor: Human Resources Manager
Department: Human Resources
Contract Type: Fixed-Term Contract

I. ORGANIZATIONAL OVERVIEW

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid worldwide. Since 1970, Samaritan's Purse has supported people affected by war, poverty, natural disasters, disease, and famine while sharing God's love through Jesus Christ. Samaritan's Purse Haiti began operations following the 2010 earthquake and continues to implement humanitarian, development, ministry, health, WASH, livelihoods, protection, and education programs.

II. CHRISTIAN PURPOSE AND EXPECTATIONS

All employees are called to proclaim the Gospel of Jesus Christ through their words and actions and to demonstrate a consistent Christian witness in the workplace and within the community.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administer assigned HR policies, procedures, and processes under the direction of the Human Resources Manager.
2. Maintain accurate, complete, current, and confidential personnel files, HR records, and employment documentation.
3. Prepare approved employment contracts, HR correspondence, and other required personnel documentation and maintain related records.
4. Review approved timesheets for completeness and accuracy, track authorized payroll deductions, and coordinate with Finance on National Staff payroll and required ONA and OFATMA processes.
5. Administer employee benefits and leave records and maintain required supporting documentation.
6. Coordinate recruitment administration with the Human Resources Manager and Hiring Managers, including vacancy announcements, initial application screening against approved criteria, interview scheduling, reference checks, recruitment documentation, and preparation of approved employment offers and contracts in accordance with established approval authority.
7. Coordinate new employee orientation and onboarding and ensure completion of required employment documentation.
8. Track employee performance evaluation schedules, maintain required performance documentation, and support other assigned performance management administrative processes.
9. Provide administrative and documentation support for employee-relations, disciplinary, and grievance processes as assigned by the Human Resources Manager.

10. Support approved staff learning and development, safeguarding awareness, and other HR-related training activities as assigned.
11. Maintain required HR compliance records and government employment documentation and support compliance activities under the direction of the Human Resources Manager.
12. Lead and coordinate approved Staff Care activities for National Staff, including staff engagement, recognition, wellness, and support activities, under the overall supervision of the Human Resources Manager.
13. Directly supervise assigned housekeepers and cleaners, including scheduling, work assignments, routine performance monitoring, and coaching. Significant performance, disciplinary, or employee-relations matters will be referred to the Human Resources Manager.
14. Maintain a log of incoming correspondence and requests for assistance received by the Field Office, route them to the appropriate department or responsible staff member, and track follow-up as directed.
15. Perform other HR administrative or related support duties consistent with the level and responsibilities of the position, as assigned by the Human Resources Manager or Country Director.

IV. SUPERVISORY RESPONSIBILITIES

Directly supervises assigned housekeepers and cleaners and ensures the cleanliness and proper upkeep of Samaritan's Purse Haiti offices, staff housing, and other assigned facilities. Responsibilities include work scheduling, task coordination, routine performance monitoring, and coaching. Significant performance, disciplinary, or employee-relations matters will be referred to the Human Resources Manager.

V. SAMARITAN'S PURSE DISTINCT OBJECTIVES

1. Proclaim the Gospel
2. Serve with Excellence
3. Respond with Compassionate Action
4. Demonstrate Biblical Integrity
5. Walk in Bold Faith

VI. COMPETENCIES

1. Strong written, verbal, and interpersonal communication skills.
2. Ability to explain established HR policies and procedures clearly to staff.
3. Sound judgment and problem-solving ability.
4. Strong organizational skills and attention to detail.
5. Ability to maintain confidentiality and handle sensitive information appropriately.
6. Ability to work collaboratively and meet established deadlines.

VII. KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of Human Resources administration, employment practices, and applicable HR requirements.

2. Strong organizational and administrative skills with the ability to manage multiple priorities and meet deadlines.
3. Working knowledge of Microsoft Office and applicable HR information systems.
4. Working proficiency in English and fluency in French and Haitian Creole.

VIII. EDUCATION AND/OR EXPERIENCE

Bachelor's degree in Human Resources Management, Business Administration, Public Administration, Law, Sociology, or a related field, with at least three years of relevant Human Resources experience; or an equivalent combination of education and experience.

IX. PHYSICAL REQUIREMENTS

The position is primarily office-based and requires regular use of a computer and other office equipment, with occasional movement of office materials and travel as required.

X. WORKING ENVIRONMENT

1. The work environment is primarily office-based, with a generally moderate noise level.
2. The position may require travel within Haiti and exposure to hot and humid weather conditions and communicable diseases.
3. Work may be performed in a fluid security environment.

DISCLAIMER CLAUSE

This job description is not intended to provide a complete and exhaustive list of all duties and responsibilities. Duties may change as necessary to meet organizational requirements.

XI. APPLICATION DETAILS

Date of Issue: November 12, 2026
Application Deadline: November 26, 2026

Interested candidates must submit:

1- Cover letter.
2- Curriculum vitae.
3- Copies of diplomas and certificates.
4- National Identification Card.

Submit all documents as **one PDF** to: **SPHaitiRecruitment@samaritan.org**

Candidates must indicate: ***HR Officer Application*** in the subject line of their email.

Incomplete applications will not be considered. Only shortlisted candidates will be contacted.