

JOB OPENING INTERNAL/EXTERNAL

J /P Haitian Relief Organization is looking for a: Human Resources Assistant (HR Assistant)

Position Title : Human Resources Assistant (HR Assistant)

Location of Position: Port au Prince, Haiti

Description

The Human Resources Assistant is responsible for carrying out several tasks and assisting with the day-to-day operation of the HR department with efficiency. H/she will assume all administrative, secretarial functions and provide administrative support services to HR sections and other departments managers on HR-related matters.

Responsibilities and Duties:

- Ensure posting of vacant positions on relevant media as per new hire request form received in the Department;
- Support in the preparation of documents for the recruitment process;
- Conduct Reference Checks when requested
- Facilitate New staff introduction
- Communicate list of all required documents for onboarding to candidates
- Create files for new employees
- Create and update employees records on the excel Staff database on a monthly basis
- Send reminder to all Managers for Performance evaluation of National Staff
- Writing, drafting contracts, correspondences (DGI, INASSA, New Employee, Promotion, Offer letters).
- Ensure the update of the absences and leaves database for National Staff
- Guarantee the general filing for the HR department
- Drafting HR documents (such as staff listings, basic reports on correspondences, memorandum, and others) and executing other secretarial duties
- Prepare Severance Pay calculation for Local Staff under the review of HR Officer & Coordinator
- Acts as HR Help Desk in Receiving HR-related documents from other departments and ensuring distribution to appropriate staff
- Follow-up with all departments on issues related to contract management
- Handle the HR Storage / Office supplies.
- Support the HR team upon request with the day-to-day efficient operation
- Act as Focal point on information sharing on Local Staff with Managers/ Supervisors
- Coordinate all insurance claims from Employees and all transmissions to Bureau Régional de L'Ouest (BRO) for all termination/ resignation matters
- Other duties as assigned.

Qualifications:

- Bilingual secretarial diploma and/or Business Administration bachelor degree
- 3-5 years of relevant experience in Human Resources and/or Administration
- Excellent ability to work with Microsoft Office package
- Strong communication and decision-making skills
- Good understanding of administrative and technical aspects of HR, including confidentiality, HR systems, procedures, and recruitment
- Excellent ability to work under pressure in a multicultural environment and in a reliable manner;
- Good Knowledge of Haitian Labor Law a plus

How to apply

If you believe your qualifications meet the requirements, please submit applications in one document to the Human Resources Department to: hrstaffing@jpbro.org no later than January 15th, 2022 at 4:00 pm

- Your resume
- A covering letter explaining your suitability against the essential criteria in the job profile
- Copy of diplomas

Only selected candidates will be contacted for interviews.