**HR ASSISTANT**

**Job Advertisement**

JOB TITLE: HR Assistant

**REPORTS TO**: Human Resources Coordinator

**WORK LOCATION** : Port-au-Prince, Haiti

**SCHEDULE:** 40-48 Hour per week

**Contract Start Date :** As soon as possible

World Relief Corporation (WRC) is an international non-governmental organization with offices in 20 countries in Africa, Asia, the Caribbean, and the Middle East. WR’s mission is the mobilize churches to serve the most vulnerable, and WR works through churches and other community groups in the areas of health and nutrition, agriculture, savings, water, sanitation and hygiene, and peacebuilding, both in relief and in development capacities. World Relief has been operating in Haiti since 1993.

**Position Organizational Purpose**

The HR Assistant assists the HR team in carrying out administrative work mainly focused on support on talent acquisition, data entry for payroll, and HR Administration files. S/he prepares and updates documents for delivering HR services autonomously, in line with the WR policies and the applicable laws and regulations.

**MAIN RESPONSIBILITIES**

* Supports in launching job vacancies for WR Office and Projects and ensures new hires are properly onboarded; recruits for other functions (day workers, interns, etc.)
* Encodes payroll data received from HR Service Providers (HRSP) in the country into the payroll software and generates payroll reports for submission to Finance or for use of the HRSPs
* Acts as the Information Management focal point for the HR team, ensuring that the Services Task Management (STM) Database, as well as Sharepoint, are updated and organized
* Processes requests for HR documents, employee IDs, etc., and records staff absences and compensation in the absence management system
* Ensures timely and accurate filing of all HR files, and regularly updates the team's tracking tools

**REQUIRED PROFILE**

* University degree in Social Sciences, Psychology, Administration, Human Resources, or relevant field
* At least 4 years' relevant work experience
* Computer Proficiency in MS Office applications; Advanced proficiency in Excel is preferred
* Knowledge and experience in payroll ERP is a strong advantage
* Strong time management skills
* Strong interpersonal and collaborative skills

**THE WRH OFFERS**

* A meaningful career within an international humanitarian setup
* Competitive compensation package
* Opportunities for continued learning and development

**HOW TO APPLY**

Please send your applications to the following email address: wrhadmin@wr.org with “**HR Assistant Position**" in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained.