

<b>Job Title:</b>	<b>Administrative &amp; HR Coordinator</b>
<b>Organization:</b>	<b>Arbeiter-Samariter-Bund.Deutschland e.V/(ASB)</b>
<b>Reports to:</b>	<b>ASB-HAITI Country Director</b>
<b>Supervisory roles</b>	<b>1 Supply Chain Officer &amp; 1 Fleet Officer</b>
<b>Workstation:</b>	<b>12, Impasse Bazelais, Delmas 60</b>
<b>Duration:</b>	<b>Fixed-Term (Renewable)</b>
<b>Publication date:</b>	<b>October 11,2024</b>
<b>Deadline:</b>	<b>October 25, 2024</b>

### **Job summary**

Under the leadership of the ASB Country Director, the Admin & HR Coordinator will support the efficient operation of country offices, manage human resources, and oversee logistics. This role aims to help achieve the strategic objectives of ASB in Haiti.

### **Scope of Job**

- Office Management
- Administrative Support
- Human Resource Management
- Logistics (Asset and Fleet Management)

### **Duties and Responsibilities**

The position holder will carry out responsibilities in alignment with ASB policies and procedures.

### **Office Management:**

- Ensure effective management of country offices.
- Coordinate in support of the CD all activities and communications related to office operations for all staff.
- Handle inquiries from government institutions and maintain a welcoming environment for visitors (DGI – ONA – MPCE – and others).
- Arrange travel bookings and logistics for country staff.
- Prepare timely reports and presentations.

### **Administrative Support:**

- Meet the administrative requirements of country offices effectively.
- Undertake various administrative tasks as requested by the Country Director and staff.
- Facilitate communication between the country office, Headquarters, and regional office.
- Maintain an efficient filing system and manage data input for easy access.
- Assist in drafting contracts with donors and partners and ensure compliance with local regulations (registration, legal issues, taxes, benefits, etc.)..

### **HR Support:**

- Assist in the development and implementation of HR initiatives and systems.
- Participate in recruitment processes, including job descriptions and posting ads.
- Support training and development programs and manage employee records.
- Handle daily HR tasks such as leave and timesheet management.
- Ensure smooth employee departures and review compliance with employment laws.
- Coordinate employees' departures to ensure they are done smoothly (exit interviews, severance package calculations and others).
- Review employment and working conditions to ensure legal compliance
- Execute any other HR related topics as needed by the country office.

### **Logistics:**

- Supervise the Supply Chain Officer and ensure office supplies are stocked.
- Manage ASB-Haiti assets and coordinate with the Fleet Officer for vehicle management.
- Maintain documentation and condition reports for all vehicles (ensure an effective management of the ASB-Haiti asset and recommend asset replacement and disposal as necessary).
- Inspect and record the condition of vehicles, by maintaining weekly checklists file and ensuring that Vehicles logbooks are accurately filled.

### **Qualifications**

- BA in Administration or higher; accounting qualification with experience in office management/HR considered.
- Knowledge of office management, HR, and logistics in the NGO sector.

### **Educational Background in Office**

- BA in Administration, or higher
- A qualification in accounting with proven experience in office management or Admin & HR can be considered.

### **Required and preferred skills:**

- Experience in organizing tasks and managing teams.
- Proven coordination experience for events and meetings.
- Familiarity with HR management in the Haitian context.
- Proficient in French and Haitian Creole, with fluency in English.
- Excellent verbal and written communication skills
- Excellent organizational, scheduling, and computer skills.
- Minimum three years of relevant work experience in Administration and HR.
- Ability to multi-task, work under pressure, and adapt in a multicultural environment.
- Willingness to travel and flexibility during emergencies.
- Desirable: experience in training/capacity building and knowledge of donor policies (AA, BMZ, EU, Pooled Funds, UN Agencies, USAID and other donor's assistance policies, guidelines and reporting requirements).
- Working experience in an international NGO – an asset
- Problem-solving skills and a proactive attitude

### **Application Process**

Interested candidates should submit their applications by October 25, 2024 to [recrutement@asb-haiti.org](mailto:recrutement@asb-haiti.org) in copying [achillep@asb-haiti.org](mailto:achillep@asb-haiti.org) .

Applications must include the following documents:

- **CURRICULUM VITAE (CV)**
- **Motivation letter** (including salary expectations)
- **Study and employment attestations**
- **References** (at least three)