



## **JOB TITLE : HR and Admin Assistant**

**Category** : MN. I

**Location** : Kibondo

**Deadline: 18 July 2022**

### **BACKGROUND**

Danish Refugee Council (DRC) is an international non-governmental organization which provides assistances and promotes durable solutions for refugees and internally displaced people, on the basis of humanitarian principles and human rights.

Danish Refugee Council is a humanitarian actor in Tanzania. Since 2015, as part of the Burundian Refugee Response in Tanzania, DRC works in the sectors of camp management, Community-Based Protection, livelihoods, General Food Distributions and shelter/ small infrastructure in Nduta & Nyarugusu camps.

### **PURPOSE**

HR Assistant, under the management and supervision Support Service Manager, you will be responsible for direct implementation of all HR issues in DRC Tanzania Kibondo and Kasulu office and in the camps

### **KEY RESPONSIBILITIES**

- To ensure Interpretation and adaptation of HR policy with the support

from Support Service Manager ,

- Insure HR policies are in line with national legislation with with the support from Support Service Manager,
- To attend Disiplinary hearing and to advice the commitee accordingly
- To make follow up on acting
- To prepare staff contracts and to review incentive contracts.
- Conduct and facilitate the recruitment process and selection procedure in close coordination with the with the relevant supervisors.;
- Conduct a session of orientation for new employees with organization policies, norms, values and work set up,
- Maintain personnel file,
- To maintain and update DRC's human resources database (in Dynamics system);
- To maintain and update DRC's staff directory;
- Prepare HR related monthly /quartely reports as required;
- Supervise and closely monitor the Leave Record of employees (in Dynamics system).
- Perform other Admin Issues as directed by supervisor.
- To follow up on staff wealfare
- To follow up on staff medical insuarrance for both national and international staff and their depedants in case of evacuation.
- Advice staff members on their rights,obligations,benefits,entitlements and assist them in interpreting DRC staff rules an regulations.

## **REPORTING ARRANGEMENTS**

Direct reports: Support Service Manager

## **PERSONAL SPECIFICATIONS**

- Bachelor degree in Human Resource management or any other relevant field.
- Excellent interpersonal and problem-solving skills, creativity and flexibility;
- Flexibility in working hours when needed;
- Computer literacy (Microsoft Word and Excel);
- Comfortable in a multi-cultural environment, flexible and able to handle pressure well ability to engage with community members in an open manner, maintain confidentiality and respect;
- Ability to communicate and write reports in English.

**APPLY HERE**