

Job Description

Position Title:	Human Resources Associate
Department:	Client Services
Grade Level:	Associate
Location:	Freetown, with travel to the provinces
Reports to:	Human Resources & Administration Supervisor
Provides supervision to:	-

General duties:

Contribute towards the provision of excellent services to clients

Specific duties:

Key Outputs/Responsibilities	
1.	Manage the recruitment process of clients from the initial client inquiry to onboarding of the new recruit
2.	Assist with the development and review of policies, procedures and forms
3.	Assist to create talent pools by reviewing CVs, conducting assessments and organizing competency development activities
4.	Assist with the supply of labour to clients. Tasks will include creation of personal folders, collection and preparation of relevant documentation, communication with the new recruits, tracking dates to ensure documentation is up-to-date, updating employee information, leave management & other staff administration, preparation of monthly payroll, preparation of invoices
5.	Assist with developing policies, procedures and forms
6.	Any other work-related assignments as requested by the Human Resources and Administration Supervisor

General Competencies:

- **Managing performance** – The ability to take responsibility for own performance, by setting clear goals and expectations, tracking progression against the goals, ensuring feedback and addressing performance problems and issues promptly, including skills development
- **Building collaborative relationships** – The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance and support
- **Personal credibility** – Demonstrated integrity in life and work, practicing accountability, responsibility, reliability, cost management and trustworthiness
- **Knowledge management** – Understands JobSearch’s business; aware of own role in ensuring goals are achieved; constantly seeking new knowledge to improve productivity
- **Gender & cultural diversity** – Has respect for and is sensitive to different groups; seeks to understand and respect differing perspectives and viewpoints

Specific Competencies:

- **Fostering innovation/Flexibility** – The ability to develop, sponsor, or support the introduction of new and improved methods, procedures or technologies to improve the organisation’s effectiveness; openness to different and new ways of doing things; create best practice within an organisation
- **Communication** – The ability to express oneself clearly in conversations and interactions with others and in business writing, to ensure that information is passed on to others who should be kept informed, while observing confidentiality; the ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences
- **Interpersonal awareness** – The ability to notice, interpret and anticipate others’ concerns and feelings, and to communicate this awareness emphatically to others
- **Information Technology** – Proficient in the use of hardware and software required to perform tasks effectively
- **Analytical/forward thinking** – The ability to tackle a problem by using a logical, systematic, sequential approach, while anticipating the implications and consequences of situations and take appropriate action to be prepared for possible contingencies; to design, plan and manage projects
- **Initiative** – Identifying what needs to be done and doing it before being asked or before the situation requires it
- **Entrepreneurial orientation** – The ability to develop and implement cost management initiatives; willingness to take calculated risks to achieve business goals
- **Thoroughness** – Ensuring that own and others’ work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled
- **Decisiveness** – The ability to make difficult decisions in a timely manner
- **Stress management** – The ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation; maintaining work/life balance
- **Time management** – Punctual for work and meetings; ability to prioritise work, multitask and consistently meet deadlines
- **Customer orientation** – The ability to demonstrate concern for satisfying one’s external and/or internal customers
- **Human resources Management** – Ability to review CVs against job descriptions; Ability to prepare suitable assessments for various roles; familiarity with the labour laws of Sierra Leone; familiarity with the documents associated with human resources management

Working Environment/ Conditions:

- **Work Environment:** Work at JobSearch office, with some remote work requirements

Salary:

- Net monthly salary of between NLe2,500 and NLe3,000, depending on competencies

Accepted by:

_____	_____	_____
Employee (printed)	Signature	Date
_____	_____	_____
Managing Director (printed)	Signature	Date