

VACANCY ANNOUNCEMENT

Doctors with Africa CUAMM operates in Sierra Leone since 2012, its mission is to enhance access to quality primary and secondary health care with a specific attention to maternal and child health care by using the network of CHWs as well, nutrition, communicable and non-communicable diseases’ prevention, diagnostic and treatment services.

Doctors with Africa CUAMM works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security, water and sanitation, health and advocacy.

Job title: Human resources officer (1)

Duty Station: 22 Wilkinson Road Freetown, with possible trips to other project locations

Department: Administration

Reporting to: Country Administrator (first responsible), Country Manager (second responsible)

Contract type: Fixed-term contract (6 months), with 3 months probation period, with possibility of renewal based on available funds

Days of work: Monday to Friday, from 8am to 5pm, for a total of 40 hours per week

Gross salary: SLE 5,530.40

Scope of work, duties and assignments:

The HR Officer shall support the Human Resources Management with regards to recruitment, contracting and human capital management and development for both local and expatriate staff in Sierra Leone.

The responsibilities include: to ensure compliance with Doctors with Africa CUAMM and donor regulations and procedures, including support function policies, systems and procedures, and directing or performing their development, documentation, and implementation.

The main responsibilities are:

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Executives.
- Compile and update employee records (hard and soft copies).
- Keep all staff documentation in order and easily accessible, prepare staff contracts, individual and/or circular communication to staff.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Prepare the staff salaries, and pay all taxes within the deadlines, every month. Keep the payroll file is kept up-to-date Communicate with public services when necessary.
- Properly handle complaints and grievance procedures.
- Coordinate communication with candidates and schedule interviews.
- Conduct initial orientation to newly hired employees.
- Assist our recruiters to source candidates and update our database.
- Publish and update job ads on career pages.
- Secure the Organization registration renewals as well as Service Level Agreement approvals and Ethical Committee approvals for Study Researches.

- Provide and ensure that expatriate staff have their documents valid on time (Landing Permit, Residential / Work Permit, Registration to M&DC of SL, etc.)

The collaborator is required to have an attitude of elasticity and flexibility for tasks changes or integration that might emerge due to local needs and the effort of inserting his/her actions in the wider context of CUAMM presence in Sierra Leone, in order to foster coherence and continuity among current and future projects.

Position Requirements:

- Bachelor's degree in human resources or Administration.
- Minimum 3 years of experience Human Resources Management position.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Fluency in English.
- Flexible, and have the ability to cope with stressful situations.
- Experience in working with computerized systems, standard spreadsheet and database programs.
- Ability to read, analyse, and interpret technical procedures, or governmental regulations.
- Previous work with INGOs is consider a preferable asset.

How to apply

Interested candidates should apply by **email** attaching **CV + cover letter ONLY** (preferably as a single attachment) to sierraleonehr@cuamm.org, or by delivering the documents to CUAMM head office - 22 Wilkinson Road, Freetown- handing them over to the Human Resources Officer, not later than **February 19th 2024, 5:00pm**.

The subject of the email should be **APPLICATION FOR HR Officer** and the attachments should be saved with the **applicant's full name**.

Only shortlisted candidates will be contacted. Shortlisted applicants will be invited for a written test and an interview at the CUAMM head office. Please note that this application is urgent, so we kindly ask all interested candidates to send in their applications within their earliest convenience.

Female applicants are encouraged to apply.