

Job Description

*A job description is a written statement that describes the employee’s role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.*

Position: Human Resources and Administration Manager

Grade: 9

Reports to: Head of Support

Supervision of: HR/Admin Technical Officer (Technical Line to Area HR Staff)

Duty station: Tunis, Tunisia (National Position)

Travel: Up to 40%

Working Days Sunday to Thursday to accommodate Libya ‘schedule

Salary is not negotiable 5,734 TND Monthly Gross salary

Duration and type of contract: 12 months

All NRC employees are expected to work in accordance with the organisation’s core values: dedication, innovation, inclusivity and accountability. These attitudes and believes shall guide our actions and relationships.

# Role and responsibilities:

This role will oversee, manage, develop, and strengthen both HR and Administration functions in order to provide efficient and effective support to the NRC Country Programme in Libya. The position holder should exhibit special focus on effective Recruitment, Staff Development, HR Compliance, and System Strengthening.

## Generic responsibilities:

1. Implement NRC’s HR and Administration systems and procedures.
2. Ensure that country setup adhere to employment standards, HR policy, and other NRC HR and Administration policies.
3. Ensure compliance with the local labor law and other relevant laws within Libya and Tunisia.
4. Training, support, control, and development of HR and Administration teams.
5. Support and train all staff with HR responsibilities/personnel management/administration tasks.
6. Management of the HR and Administration team.
7. Provide regular HR and administrative analysis and reports.
8. Personnel management of the HR and administration team at country office.
9. Ensure safe and standardized filing of personnel documents in all offices.
10. Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards and principles within NRC and amongst beneficiaries served by NRC.

## Specific responsibilities

* Ensure compliance with NRC policies and the local labour law in all procedures and processes and provide support and advise to staff on personnel queries..
* Ensure accuracy of staff salaries and the monthly payroll is prepared for all national staff with accurate calculations of allowances and deductions (Social security, taxes, etc..).
* Oversee recruitment and onboarding processes to ensure compliance and implementation in a timely manner through advertisement, workforce planning, pro-active sourcing, advertising, tests and interview selection and job offers.
* Ensure accurate and timely data is maintained and filled in all NRC files online and hardcopy. Follow up on all related personnel management, staff database, access control, attendance, leave balances, and documentation to ensure compliance of filing using hard copy personnel files and e-filing. Ensure vigorous data protection.
* Responsible for the development a national staff learning and development strategy. Provide policy and follow up on staff development, e.g. facilitate capacity building, career advancement and training for national staff.
* Prepare regular reports and analysis to senior management on HR issues and trends.
* Actively coordinate on and advocate for NRC’s duty of care standards to NRC staff.
* Ensure that onboarding, induction, performance management and exit procedures are implemented for all staff in all offices. Promote and ensure a high quality follow up to NRC’s Performance Management Cycle.
* Manage the administration tasks of all offices and provide capacity building and technical management to administration staff in the field.
* Other tasks relevant to the position as required by the line manager.

## Critical interfaces:

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

* Line Managers of all NRC departments
* Country Management Group (CMG)
* Regional and Head Office HR staff / advisers

## Scale and scope of position:

* Staff: Admin Officer
* Stakeholders: Build relations with other INGO’s, UN agencies on HR and Admin issues. External stakeholders relating to NRC administration Legal advisors
* Budgets: NA
* Legal or compliance: Ensure NRC is in compliance with local labour law (Libya and Tunisia) and NRC Global Standards.

# 2. Competencies:

## 1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

**Generic professional competencies**:

* Minimum 3 years of experience from working as a senior HR Manager in a humanitarian/recovery context
* Experience in working in complex and volatile contexts
* Fluency in English, both written and verbal; Fluency in Arabic is an advantage

**Context/ Specific skills, knowledge and experience:**

* Extensive experience protecting sensitive employee information and maintaining confidentiality while managing critical situations such as workplace investigations or performance and disciplinary actions
* Experience working with conflict and displacement affected communities
* Wide knowledge of NGO operations and the dynamics of the humanitarian sector
* Extensive experience developing and implementing policies and procedures
* Proficiency in Microsoft Excel, Word, and PowerPoint

## 2. Behavioral competencies:

* Initiating action and change
* Managing performance and development
* Empowering and building trust
* Strategic thinking
* Handling insecure environments

# Performance Management:

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

* The Job Description
* The Work and Development Plan
* The NRC Competency Framework

If you are interested to apply for this position, please apply through the following link:

[HR & Admin Manager - Tunis - National Staff](https://ekum.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/job/7425)

**Application Deadline: 29 August 2022**