**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | HR and Admin Assistant | **Starting Date** | ASAP |
| **Reference of the offer** | 10/2023 | **Publication Date** | 11/10/2023 |
| **Location** | Tunis | **Type of contract** | Fixed Term Contract |
| **Duration** | 6 months | **Security Level** | Cf SoP |

|  |
| --- |
| **About ACTED** |
| Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED’s mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)  ACTED opened its offices in Tunisia in 2011, initially to manage the response to the Libyan crisis, and then rapidly expanded in Tunisia through the creation of partnerships with local organizations. ACTED has first built a local presence through its partner in Tunisia, We Love Sousse. Together, ACTED and WLS have developed projects that value and strengthen the capacity of young people to become actors of change. ACTED has been providing technical support to WLS since 2019 in order to strengthen the resilience of vulnerable youth and women to violent extremism  In the framework of these projects, ACTED encourages the various stakeholders, whether they are citizen groups, civil society organisations, private sector actors and public authorities to work together effectively to co-construct solutions. |

|  |
| --- |
| **Context of the position and key challenges** |
| The HR and Admin Assistant is responsible for preparing and following up with all matters related to administration and human resources concerning the staff working in Tunis base and Libya bases including but not limited to recruitment, Health Insurance, contracts, attendance, Timesheets, leaves, organigram… in line with ACTED guidelines and provide support and ensure centralizing the HR documents archiving at Tunis level.  The HR and Admin Assistant is managed by the HR and Admin Manager. She/he will work closely with the HR and Admin officer in Libya and all the FLAT team. |

|  |
| --- |
| **Key roles and responsibilities** |
| * Monitoring the attendance sheet of staff on a monthly basis * Update the leave follow up for national and international staff * Support HR department in the recruitment process * Follow up and prepare all the contract/amendments for all staff. * Follow the signature of the timesheet and uploading them on nextcloud. * Management of the health insurance for national staff. * Follow up of the premises (invoice, contract…) * Management of the cleaner working schedule. * Draft all administrative letters, memos, internal notes, regulations… * Ensure the compliance of ACTED’s procedures with the legal requirements of the country and ACTED management, notably regarding local procedures and regulations. * Maintain and check the administrative filling system * Update the contact list, the organigram, and the world directory * Follow up with the international staff in the process of the work permit and the residency card * Receiving, checking, and archiving hard copies of the HR and admin documentation * Help and support HR department in urgent inquires during audits * Scanning of all the documents and uploading to the designated file on ACTED’s drive. * Support the HR department in any external communication and visits * Undertake any other tasks reasonable assigned by the HR and Admin manager |

|  |
| --- |
| **Required qualifications and technical expertise** |
| * Bachelor’s degree in human resources, business administration, management … * Knowledge of Tunisian labour law and HR regulations * Excellent oral and written communication skills, analytical skills. * Highly proficient in written and spoken Arabic, French and English * Proficient knowledge of Microsoft office (Word, Excel, PowerPoint…) * Ability to maintain the highest level of confidentiality * Ability to work with culturally diverse groups of people. |

|  |
| --- |
| **Conditions** |
| * Job Title: HR and Admin Assistant * Duty Station: Tunis, Tunisia * Under the Supervision of: HR and Admin Manager * Working Hours: Full- Time Position 40h per week * Type of contract: Fixed Term Contract, 6 months (renewable) * Estimated Start date: 01/03/2025 * Salary: Salary defined by the ACTED salary grid based on level of education, expertise and level of experience. |

|  |
| --- |
| **How to apply** |
| Applications must be submitted in English, attached with a CV, a cover letter and three references. The application form is available here:  Please send your application until 21/01/2025 to [Tunis.jobs@acted.org](mailto:Tunis.jobs@acted.org).  For any further information, please contact ACTEDTunisia/Libya mentioning the reference offer. |