



JOB DESCRIPTION

GENERAL INFORMATION	
Position:	HROD Assistant
Project:	National Office
Supervisor's Title:	HROD Manager

Responsibilities

- Respond to internal and external HROD-related inquiries or requests and provide assistance;
- Redirect HROD-related calls or distribute correspondence to the appropriate person of the team;
- Liaise with other departments or functions to provide support;
- Support the recruitment/hiring process such as performing background checks, assisting in shortlisting, issuing employment contracts, ID cards, etc.
- Assist supervisors in performance management procedures
- Schedule meetings, interviews, HR events, etc. and maintain the HROD team's agenda

- Coordinate training sessions and seminars
- Perform orientations, onboarding and update records with new hires
- Produce and submit reports on general HROD activity
- Support other functions as assigned
- Assist with day-to-day operations of the HROD functions and duties
- Provide clerical and administrative support to HROD Manager
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.).
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Perform other duties/tasks as required by the supervisor and National Director

Requirements

- Proven experience as an HROD Assistant or relevant human resources/administrative position
- Knowledge of HROD processes and [best practices](#)
- Strong ability in using MS Office (MS Excel and MS PowerPoint, in particular)
- Experience with HROD databases and HRIS systems
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Basic knowledge of Liberia labor laws
- Excellent organizational skills and strong communication skills



- BSc/BA in Human Resources or Business Administration or relevant field; additional education in Human Resource Management will be a plus.

Accountability & Working Relationship

- The HROD Assistant supports the HROD Manager in the day-to-day HR functions
- S/he reports directly to the HROD Manager and deputizes the HROD Manager as need be.
- Other functions of the HROD Coordinator include the following:
- Overall performance of the duties of HROD Coordinator
- Personal Behavior and attitude to work and co-workers
- Interpersonal relations and management of staff performance and adherence to SOSCV Code of Conduct/Child Safeguarding/Child Protection Measures

Child Protection & Child Safeguarding

- Protect children from all forms of abuse, abandonment, exploitation, violence and discrimination.
- Report any CS suspicion, concern, allegation or incident immediately: IF IN DOUBT, SPEAK OUT!
- Act without delay: Failure to act may place the child in further danger.
- Involve the right people at the right time: CS reports should be made to the CS team at programme level and/or to the respective line manager.

This job description outlines only the general scope of activity and the basic tasks and responsibilities associated with this position. It may be supplemented with a more detailed definition of tasks, responsibilities and work-plan and is subject to change.

Deadline to Apply: January 30, 2025
How to Apply: Send your CV and cover letter to recruitment.hr@sosliberia.org

Background of the organization

SOS Children's Villages is active in 136 countries and territories, advocating, supporting children, and strengthening families. By 2030, the SOS Children's Villages Federation aims to ensure that many more children succeed in life and to lead the world's largest child-care movement.

SOS Children's Villages is an international childcare and child protection organization whose vision is a world where "Every child belongs to a family and grows with love, respect, and security. SOS Children's Villages started operations in Liberia in 1981. Since then, SOS Children's Villages has been active in the area of child safeguarding, youth empowerment, family strengthening, health, education, community development, advocacy, and partnerships for quality care. SOS Children's Villages in Liberia core programmes are:

- Innovate Alternative Child Care
- Strengthen Families
- Advocacy & Partnership for Quality Care