



Job Description

POSITION TITLE: Human Resources Officer HQ DEPARTMENT or COUNTRY PROGRAM: Pakistan RESPONSIBLE TO: Human Resources / Administration Coordinator STATUS (Full time, Part time, Temporary): Full Time Contractual SUPERVISORY CAPACITY:	DATE: February, 2011 GRADE: EEO Code: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
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DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION

American Refugee Committee (ARC) International has been working in Pakistan since 2002 providing primary and comprehensive reproductive health and Gender Based Violence (GBV) services to Afghan refugees in Balochistan and District Bagh in Azad Jammu and Kashmir, primary and comprehensive reproductive health services, Community Development, shelter reconstruction, Livelihood support program and Water and Sanitation in earthquake affected areas. Since 2002, ARC has worked in refugee camps near the western city of Quetta, focusing on providing health care and training members of the community in basic health services. After the massive earthquake of October, 2005, ARC began operating in the northern part of the country, providing emergency health care, supplies, shelter and food aid. Today, ARC is helping disaster survivors in the north and south to recover from the massive 2010 monsoon flooding that affected more than 20 million people.

PRIMARY PURPOSE OF THE POSITION

The HR Officer is responsible for assisting the HR Coordinator in the day to day operations of the department. Responsibilities include assistance in the hiring process, wage and benefits administration, personnel recordkeeping, payroll, new employee orientation.

MAJOR AREAS OF ACCOUNTABILITY PRIMARY DUTIES/RESPONSIBILITIES	% OF TIME
<ul style="list-style-type: none"> Assists the HR Coordinator with screening applications for vacant positions Develops and maintains monitoring and tracking systems for performance evaluation, employee salary increases and promotions, staff training, overtime requests & payment, and medical insurance claims. Liaises with finance officer to ensure timely processing of increases, overtime and insurance claims Assists with new employee orientation and provides information on ARC e-learning opportunities. Sets up and maintains confidential employee files and the HR filing system Assists in the preparation of employee contracts and employment documents. Processes time sheets and other information for payroll purposes Liaises with field HR staff to ensure that all employee files are well maintained & confidential, all required forms are completed and that employees receive all necessary employment documents. Assist field HR team in hiring process, new staff orientation on polices and procedures Assists with other duties as assigned 	

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

University degree in human resources or related field
 Minimum of two years experience performing similar duties in an HR Department. Understanding of employee benefits and pay systems.
 Excellent oral and written English skills
 Ability to work independently in a team environment

KEY BEHAVIORS & ABILITIES