



TERMS OF REFERENCE FOR ADMIN AND HUMAN RESOURCES ASSISTANT

Applications are invited from suitably qualified candidates for the position of Admin and HR Assistant

Country:	Somalia
Assignment Title:	Admin and Human Resources Assistant
Type of employment:	Fulltime contract
Place of Assignment:	Mogadishu, Somalia
No of Vacancies	1
Vacancy Reference	SADO/03/2022
Closing date	14 th July, 2022

1. INTRODUCTION

Established in 1994, Social-Life and Agricultural Development Organization (SADO) is a non-partisan non-governmental, not for profit organization. With its headquarters in Mogadishu, Somalia, SADO has operational presence and experience in South Central Somalia. The organization has ambitions to expand into the greater East-African region.

SADO pursues a rights-based approach grounded on the belief that people are entitled to basic conditions of living with dignity and access to opportunity and dignity, as a basis of fulfilling their human potential. SADO therefore seeks to stimulate sustainable developmental change amongst vulnerable communities living in the Horn of Africa region. SADO's mandate and core business is facilitating community development. These ambitions are realized through (core strategies of) knowledge transfer, influencing, brokering linkages and facilitating/ implementing integrated people centered humanitarian and development programs. The main developmental approach of SADO is enabling the communities find solutions to their socio-economic challenges.

SADO has an impressive track record and experience in implementing community anchored programs in Peace and Governance; Education; Livelihoods and Food Security; Water Sanitation and Hygiene (WASH). Additionally, human rights, gender and environment have over time been addressed by SADO as crosscutting issues. The main target groups of SADO include vulnerable and marginalized pastoralists (individuals, families, groups and communities). SADO has a well-defined and functional internal organizational structure. SADO works through a number of well resourced (staff, infrastructure, equipment) field offices. A diverse and competent Board of Directors (BOD) offers policy and strategic guidance, leadership and oversight.

2. KEY RESPONSIBILITIES

(a) Administration

- Ensure compliance with all administrative legal requirements i.e. national and local government registrations, licenses, and taxes compliance.
- Responsible for timely settlement of all utility bills-electricity, water, telephone, internet and other recurrent expenses.
- Regularly update and monitor tenancy and other agreements to ensure these are up-to-date at all times.
- Record keeping, filing and retrieval of confidential documents, maintaining inventory of office equipment, furniture and fittings
- Supervise all support staff including but not limited to security guards, and drivers, cleaners.
- Prepare monthly administrative reports.
- Perform any other related duties as required from time to time.

(b) Human Resources

- Develop, review HR policies and procedure manual
- Advice and support line manager in the recruitment and selection processes
- Manage staff remuneration and benefits including all staff payroll, leaves, and medical plans and any other benefits.
- Maintain an effective HR filing system branch offices to ensure that staff files are up-to-date on the system and physical files and that there is proper documentation.
- Support the implementation of a performance management system in consultation with line managers and staff.
- Participate in all conflict resolution and disciplinary sanction procedures in consultation with heads of departments and base managers.
- Initiate and support all staff training and development.
- Ensure HR audit findings and recommendations are implemented
- Prepare Monthly Human Resources reports
- Any other tasks assigned by line manager

3. QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & SKILLS

(a) Qualifications and experience

- A Bachelor's degree in Human Resource / Business Management or equivalent.
- Professional HR qualification and membership to a HR body
- At least 3 year's hands on administration and human resources management experience
- Experience in working with Enterprise Resource Planning software will be an added advantage

(b) Knowledge and Skills

- Knowledge of employee relations policies, procedures and experience in their implementation.
- Proficiency in using computers and knowledge of MS Office-Word, Excel, PowerPoint and outlook
- Excellent organizational and administration skills.
- Excellent communications skills in English (verbal and written).
- Knowledge of Compensation and Wage Structure.
- Good Analytical and Presentation Skill.

The expected duration of the contract employment is twelve (12) months, with possibility of contract extension subject to satisfactory performance. The assignment is expected to commence in August 2022. The HR & Admin Assistant will be reporting to the HR and Admin Coordinator.

4. How to Apply

(a) Submit your application via email to hradmin@sadosomalia.org with a

- (i) Cover letter,
- (ii) Updated CV with two professional references and
- (iii) Academic and professional certificates.

(b) Please note:

- (i) Incomplete, email and paper applications will not be considered.
- (ii) Qualified female candidates are particularly encouraged to apply.
- (iii) All applicants are required to state their current/last salary.
- (iv) Only shortlisted candidates will be contacted.

For hand delivery of applications, our Mogadishu office is located at KM5, Laamiyaraha Zoobe, Bulo-hubey, behind Aden Adde Hospital, Wadajir District. Telephone: +252 614122223. More details are available on SADO website: <https://www.sadosomalia.org/vacancies-postings/#vacancies>