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**Job Description**

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| **Position:** | HR & Administrative Officer |
| **Reports to:** | Project Manager |
| **Location:** | Baghdad |
| **Duration:** | 10 January 2021 – 30 June 2021 |
| **Start date:** | 10 January 2021 |
| **Deadline for Submission** | 05 January 2021 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The purpose of the HR Officer position is to implement day to day support functions, and implementation of the OROKOM human resources policies and procedures. The main duty of HR Officer is to support the adherence to OROKOM policies, handbooks, guidelines and donor requirements. HR Officer will be reporting to Projects Manager. The position will be based in Baghdad Area Officer.

**Responsibilities**

* **Key Responsibilities**
* Maintain employee Files (soft and hard copies)
* Prepare and make job offers and prepare employee contracts
* Update HR databases
* Maintain human resources records by recording new hires, transfers, terminations, changes in job classifications
* Prepare payroll and maintain/update absences, leave, overtime, etc.
* Prepare paperwork for HR policies, update policy and forms working with management.
* Prepare, organize and implement orientation for new employees, working with management and projects staff; disseminate onboarding packages, and explain OROKOM’s organizational policies
* Prepare exit interviews and procedures, and make sure the all paperwork and final payments for departing employees
* Process employees’ requests and provide relevant paperwork and information
* Coordinate HR meetings, seminars, and required trainings
* Manage performance evaluation process/ Performance Reviews.
* Oversee Recruitment Process
* General administrative tasks, as required

**Qualifications**

* **Job and person specifications**
* A university degree in Business Management, Business Administration or Equivalent
* At least (3) three year of experience working in in HR & Administrative in a humanitarian/recovery context.
* Knowledge and experience of working in HR system and policies.
* Experience supporting large team of staff.
* Experience in preparing payroll, and contracts.
* Full knowledge and skills using MS Excel, Word and Outlook.
* Have the ability to prioritize responsibilities, carry out multiple tasks simultaneously, and able to meet deadlines.
* Good in spoken and written English and Arabic is a must.
* Knowledge of humanitarian principles and code of conduct is desired.
* Knowledge and experience of working in procurement field
* Managing resources to optimize results
* Computer skills in Word, Outlook and Excel.
* Strong organizational skills.
* Good communication skills and ability to work as part of a team.
* Able to work independently and energetically.

**Notes:**

* The post will be for (6) six months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Baghdad, Iraq
* Female candidates are strongly encouraged to apply
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 05 January 2021 and to the following emails

[hr@orokom.org](mailto:hr@orokom.org)

[director@orokom.org](mailto:director@orokom.org)

* This position has been advertised on the following website and social media: https://orokom.org/job-opportunities/