



## JOB DESCRIPTION

**Position Title:** Human Resource (HR) Assistant  
**Office/Division:** Jhpiego Sierra Leone

Jhpiego is a non-profit global health leader and Johns Hopkins University affiliate that is saving lives, improving health and transforming futures. We partner with governments, health experts and local communities to build the skills and systems that guarantee a healthier future for women and families. Jhpiego is hiring for the position of Human Resource Assistant for the Sierra Leone Country Office with oversight responsibilities from the Senior Human Resource Manager with duties and responsibilities below;

### Duties and Responsibilities

- Prepare staffing requisition form.
- Coordinate with the hiring manager to prepare job descriptions.
- Post job flyers on various websites and keep a track of the same.
- Host applications.
- Sift applications as per job specifications.
- Categorize candidates by analyzing profile; telephonic screening; verifying reference.
- Create applicants database.
- Coordinate interviews; written test and related documentation.
- Provide support in making necessary arrangements to manage interviews by including coordination with interview panelists; scheduling interviews; making necessary travel arrangements.
- Collate documentation of selected candidates including verification of qualification and experience related documents, reference check etc.
- Track recruitment details and interview schedules in appropriate formats.
- Maintain and update various trackers
- Create new staff files and update the existing employee files.
- Check attendance register of all state and field offices with HR Associate.
- Check Nursing registration validity for all Nursing staff.
- Make necessary arrangements for employee engagement activities.
- Support HR team in documentation and storage of documents.

- Coordinate with the team for managing appraisals on a yearly basis.
- Review appraisal/ salary increase documentation.
- Manage HR Database – iCIMS.
- Submit new hire account request form.
- Manage insurance for staff.
- Take up other HR related assignments and any other duties assigned from time to time.

**Required Competencies:**

**Educational/Academic Qualifications**

- Minimum of Higher National Diploma (HND) or similar qualification with at least 2 years of relevant work experience especially office and human resource management
- Proficient in MS Office especially Excel
- Previous experience with electronic HR management systems is advantageous
- Good communication skills including fluency in spoken and written English

**Qualified persons are required to send their Curriculum Vitae (CV) and application letter to:**  
[SL-Recruitment@jhpiego.org](mailto:SL-Recruitment@jhpiego.org)

**Deadline for the submission of applications: 20<sup>th</sup> July, 2022. Please note that given the likely high volume of applications, only shortlisted candidates will be contacted.**