

**Job title:** Human Resources Assistant/Officer

**Reports to:** Human Resources Manager

**Hours:** Full Time (Part time can be accommodated)

**About the Organisation:**

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as their families', their communities', and society's at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

**Job overview:**

The HR Officer will recruit, support, and develop talent while developing policies and managing procedures. They will be responsible for administrative tasks, and they will contribute to making the organisation a better place for the employees in order to achieve our charity goals. The HR Officer should have knowledge of various HR functions. They should be committed and approachable and their goal will be to provide excellent assistance and support to employees and managers.

**Key Responsibilities:**

- Providing timely and professional advice to support the complete recruitment & selection life cycle for vacant job roles
- Creating/approving job descriptions and advertising jobs on relevant platforms
- Producing employment contracts and variation to contracts in line with authorised management requests
- Recruiting, training, and developing staff
- Creating and implementing effective onboarding plans
- Organising staff training and activities
- Supporting line manager in monitoring staff performance and attendance
- Supporting the development and implementation of HR initiatives and systems
- Supporting the management of disciplinary and grievance issues
- Maintaining employee records according to policy and legal requirements
- Maintaining and updating HR database systems
- Working closely with the Payroll Department to ensure workforce information is kept up to date
- Supporting the implementation and monitoring of HR processes including recruitment and selection, employment contracts and variations, starters and leavers, employment checks, induction, mandatory/other training, probationary period review, performance and development review, maternity/paternity/shared parental leave, flexible working requests and the evaluation of training

- Creating a suite of document templates such as employment contracts, variation to contract letters, invitation to meeting letters, resignation letters, etc. Ensuring these are accessible to the team and that they are kept up to date and in line with contractual and statutory requirements
- Contributing to the development of HR policies, as requested
- providing appropriate support to all management to ensure full compliance with policies and procedures
- Conducting 1 to 1 meetings with staff members regularly
- Undertaking such other duties and responsibilities as are appropriate to this level of post

**Education/Experience:**

- Proven experience as HR officer, administrator or other HR position
- A degree in human resources or a HR certification is desirable

<b>Skills:</b>	<b>Essential</b>	<b>Desirable</b>
Administrative expertise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strategy creation and execution	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Digital skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Data literacy and reporting skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advisory skills and business understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent written, verbal, and presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intercultural sensitivity and inclusive language skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong working knowledge of Microsoft Office Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good oral and written communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work to agreed outcomes without supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fast data entry ability/keyboard skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Good presentation skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Competencies:</b>	<b>Essential</b>	<b>Desirable</b>
Excellent organisation and effective communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proactivity and self-motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Great listening and rapport building	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent customer service skills and telephone manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong attention to detail and organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tact, discretion, and respect for confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Additional Requirements:**

Flexibility of working outside working hours