



INTERNAL / EXTERNAL VACANCY

Haitian Red Cross in collaboration with American Red Cross is looking for

(1) Administrative Officer

Reporting to : Operations Director

Frequent contact with: All other Red Cross staff

Location: Pétion-Ville with travels

Purpose: The American Red Cross (ARC) International Services Department (ISD) seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. The American Red Cross continues to deepen and expand its international programming while also working to strengthen the global Red Cross Red Crescent Network, in order to deliver critical assistance to some of the most vulnerable communities in the world.

The ARC Haiti Assistance Program (HAP) was established to direct the organization's response to the 2010 Earthquake. HAP activities focus on integrated community recovery and preparedness interventions working within the Red Cross/Red Crescent network, particularly with the Haitian Red Cross (HRC) and through external partners.

The American Red Cross provides support for the various relief and development projects in Haiti. The objective of the position is to provide effective professional support to Human Resources, Administrative and Logistics components.

Specific Duties and Accountabilities

Under the supervision of the Operations Director, the Administrative Officer is responsible for the following duties:

I. Human Resources

- Support all aspects of the recruitment and selection process of national staff in liaison with hiring managers.
- Assist management with staff welfare issues related to working conditions and team dynamics.
- Collect and review timesheets ensuring of completeness and correctness.
- Assist in the processing of all relevant documentation relating to recruitment, contract extensions, probation periods, evaluations, disciplinary actions, payroll, and separation of staff.
- Facilitate the performance development processes, probation review process, and the establishment of staff goals and objectives.

II. Administration

- Ensure the timely payment of bills (rent, phone bills and other services payments).
- Maintain travel log by identifying the arrival and departure of visitors. Ensure coordination with fleet manager of vehicles and security.
- Prepare the monthly report on employee migration plan.
- Draft routine correspondence, memos, and notice letters to suppliers.

- Assist in the establishment of a classification strategy and archival documents of the delegation, including their mode of classification and conservation (storage) of long duration.
- Ensure the interim in the absence of the Operation Assistants/receptionist by answering the phone, welcoming and introducing visitors, etc.
- Organize and carry out all the necessary arrangements for domestic and or international trips for the Delegation staff and visitors, including accommodation, transport and other assistance as needed.

III. Stock and Inventory

- Preparing Good Received Note for all Procurement ARC Haiti equipment and supplies.
- Following ARC logistics procedures, processing procurement reception for all ARC supplies and equipment.
- Arranging the transportation and importation process for all ARC equipment and supplies (other than vehicles); preparing customs documents for shipments and importing of project materials.
- Filing and archiving logistics documentation.
- Managing inventory tracking for all ARC equipment.
- Maintaining accurate stock records and controls at all times; provide weekly and monthly stock reports to the Operations Director on warehousing issues that affect the overall logistics operation.
- To organize local labor to effect the timely and efficient reception and dispatch of goods.
- Helping in Management of support contracts for all ARC/Haiti buildings, including generator maintenance, water and gas delivery, cleaning, computer-support, etc.
- Arranging for routine maintenance and repair of all ARC/Haiti office and residence equipment.
- Designing processes and procedures, or suggesting improvements in current processes, for the above activities.
- Performing miscellaneous job-related duties as assigned.

IV. Additional duties applicable to All Staff

- Establish and ensure effective working relationships with all staff;
- Ensure effective working relationships with National Society counterparts and leadership;
- Ensure effective working relationships with technical and service departments at national, delegation, and headquarters' level;
- Perform other work related duties and responsibilities as may be assigned by the supervisor;
- Work towards the achievement of overall goals of the operations in the delegation, through effective managerial and lateral relations and teamwork;
- Respect and work within the code of conduct of the Red Cross Movement.

General Skills, Qualifications and Experience

- Be in good mental & physical health.
- Bachelor's Degree or higher qualification in Management, Administration, or Business Management.
- At least 6 years of professional work experience in the related field with 3 years experiences in the same position.
- Knowledge and understanding of HR development practices & other issues related to HR.
- Knowledge and understanding of Administration, Logistics policies and practices
- Basic understanding of local employment laws and other government statutory requirements.
- Proven ability to communicate effectively with all levels of the organization.
- Must be consultative and collaborative in approach and have proven experience in relationship building.
- Excellent verbal and written communication, presentation and organizational skills are essential.
- Able to prioritize and meet deadlines and flexible and adaptable to changing working conditions.
- Experience working for the Red Cross/Red Crescent or other international humanitarian organization.
- Experience in humanitarian relief and emergency response programs.
- Willing and able to travel whenever required for work purposes.
- Speak French, Creole, and English.

The Code of Conduct forms an integral part of this contract and must be signed by the employee upon employment. This job description supersedes any prior version relative to the incumbent.

Interested candidates should send their Curriculum Vitae with cover letter, all copies of certificates or diplomas, copy of ID cards (NIF/CIN), certificate of police record by 12:00 P.M. November 21, 2016 at the following addresses:

**Att.: Human Resources
Administrative Officer
American Red Cross Office
22, rue Métellus, Pétion-Ville, Haïti, HT 6110**

Or

amcrosshrrecruitment@gmail.com with Subject : Administrative Officer

Please notice that only selected candidates will be contacted.