



## HR Officer

## Recruitment

## Terms of Reference (ToR)

Job code HF040722

Tuesday, 12 April 2022

Job Title: HR Officer

Duty station Turkey - Gaziantep

work nature

Full-time

Line Manager: HR Manager

Number of vacancies required: 1

## About Horan Foundation

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian people. HF operates in different sectors, implement various projects and programs.

## Job Details

## Job Summary:

"He/she will be responsible for all procedures related to the project staffs, from sorting CVs out according to career criteria and the organization's HR policy, to implementing procedures of employment such as job offers and assignment order,....etc. He/she reports to the HR Manager

## Main Responsibilities and Tasks :

- 1- Ability to collect newly hired staff documentation and certificates
- 2- Treating Staff info and documentation with high confidentiality
- 3-Answering employee questions
- 4-.Processing incoming mail
- 5-Creating and distributing documents
- 6-Maintaining computer system by updating and entering data
- 7-Setting appointments and arranging meetings
- 8-Maintaining calendars of HR management team
- 9-Compiling reports and spreadsheets and preparing spreadsheets
- 10-Monthly preparation of payroll by ensuring accuracy & consistency.
- 11-Follow administrative processes in accordance with AO HR Manual.
- 12- Arranges interviews by coordinating schedules of shortlisted candidates and interviewers
- 13-Attends interviews and coordinates other applicant testing measures

## Qualifications / Technical Skills:

- . Bachelor's degree in law, business administration or any other related branch.
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the HR management team, and in group presentations and meetings
- Must be able to effectively read and interpret information, present
- Must be able to prioritize and plan work activities as to use time efficiently
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback

### **Interpersonal, Communication and Coordination Skills:**

- **Excellent negotiation and problem- solving skills;**
- **Ability to cope with a challenging and constantly-evolving humanitarian work environment, often under pressure;**
- **Ability to establish and manage effective working relationships with colleagues, managers and external partners, other I/NGOs, and community representatives;**
- **A strong commitment to humanitarian relief and disaster operations;**
- **Flexibility.**