



TERMS OF REFERENCE

Position: Human Resources Officer – Country Office

Location: Iran (Tehran based), with possible travel to field

Duration: One year (Including three months probation)

Reports to: Human Resources Coordinator

About RI: Relief International (RI) is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach - which we call the RI Way - emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

RI in Iran: Relief International has been active in Iran since 1989. The Iran programme focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is also a major actor in disaster response in Iran and is currently implementing a large scale COVID-19 response. RI supports capacity building of national Civil Society Organizations (CSOs) as well as coordination and advocacy with other INGO, UN agencies and Governmental partners to improve the overall humanitarian and development response.

Position Summary: The HR officer will assist the HR Coordinator in ensuring the day-to-day HR functions are performed in accordance with RI policies and procedures, HR best practice and based on Iranian labor law requirements.

Position Responsibilities:

1. Recruitment

- Receive the TORs and RRFs for the recruitment processes.
- Post all RI Iran job advertisements.
- Announce all advertisement to all RI-Iran staff
- Facilitate recruitments via CV collections, creating synopsis, making the long list of applicants.
- Conduct reference and terrorist checks for all candidates.
- Schedule assessments and interviews for hiring managers.
- Represent HR in interview panel as requested by HR Coordinator.
- Gather all interview notes and file them according to RI policies.
- Ensure pre-employment requirements are prepared to be approved by the HR Coordinator.
- Schedule newly hired on-boarding facilitation.
- Work with all recruitment and support departments to have all stationary and equipment ready for the new joiners.

2. Compensation & Benefits

- Register new employees in SSO and cancel the registration after the termination.
- Register new employees in complementary insurance and weekly follow up with insurance focal point.
- In collaboration with HR Coordinator, prepare the payments for consultants, volunteers and service contractors.
- In collaboration with Finance Department, receive all grant codes and share them with the staff to prepare their timesheets.
- Receive and check the timesheets by end of the month.
- Assist in monthly payroll preparations.
- Preparation of all staff pay slips and make sure to meet the deadline.

3. Employee Relations

- Send welcome e-mail of new joiners to all Iran staff with short bio and contact info.
- Draft all offer letters and contracts.
- Draft all contract extensions, promotion and other changes of status for review.
- Follow up the staff separation and termination process.
- Assist HR Coordinator in the performance management system.

4. Administration

- Ensure the proper and accurate tracking of leave.
- Ensure to assist HR Coordinator in compliance RI policies, procedures, systems and donor regulations as well as ensuring correctness of necessary documentation such as timesheets, leave forms, payrolls and exit interviews.

- Make sure that employees' files are always auditable as per RI standards and any relevant donors' requirements.
- Ensure proper weekly and monthly consolidation of payments and purchases with finance department in a manner that supports end of month closure and grant consolidation.
- Provide support and coordinate audit requests over administrative matters. Provide supporting documents as needed.
- Ensure the consistent implementation of HR and administration policies and procedures across the country program.
- Provide administrative support to HR Coordinator for staff trainings and developments.
- Provide administrative support to ensure smooth operations.
- Prepare and submit required reports.
- Ensure proper filing of all support documents.

Any other task as assigned by the line manager.

Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

Equity and Diversity commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.

Qualifications & requirements:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- University degree in relevant field or equivalent professional experience in HR and Administration
- Minimum 5 years of experience working in similar HR role preferably in a humanitarian organization.
- Documented results related to the position's responsibilities.
- Proven knowledge and skills related to Human Resources and Administration in Iranian context and Iranian Laws.
- Excellent organizational, interpersonal and communication skills.
- Fair proficiency in working with Microsoft Office specially word and excel.
- Fluency in English and Persian, both written and spoken.
- Fair experience in implementing HR policies, procedures and systems.
- Ability to prioritize and deal with competing demands and meet the deadlines.
- Ability to work well under pressure with diverse teams from all backgrounds and level.

Relief International's Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

Interested:

Then please apply for this position by completing the attached RI Application Form and send it along with your updated CV and Cover Letter to the following email: tehran@ri.org

The deadline for application is: **27th September 2022.**

Please do not forget to write the title of this vacancy as “Human Resources Officer”, in the subject section of your application email.