
HR Assistant

General Description

INTERSOS is a humanitarian organization on the front-line of emergencies, bringing assistance to people in need with particular attention to the protection of the most vulnerable people.

Since 1992 our humanitarian workers have been helping people affected by humanitarian crises: we provide first aid, food, shelter, medical assistance and basic goods. We ensure that basic needs, as education, access to clean water and health assistance, are met. Following the conflict in the Afghanistan and the deterioration of the humanitarian situation which negatively affects also neighboring countries, in December 2021 INTERSOS got its approval to start supporting Afghan Refugees in Iran to contribute towards ensuring emergency relief and social protection assistance for the Afghan refugees fleeing their home in search of safety.

Main Purpose

The purpose of the HR Assistant is to execute HR administrative tasks, according to HR Manager's indications and INTERSOS procedures, in order to ensure legal compliance to local laws and to donor's requirements.

Duty station: Tehran (Country Office) with estimated 30% travel to the field

Contract duration: One year with possibility of extension

Reporting to:

Hierarchical: HR Manager

Tasks and Responsibilities

- Execute administrative and legal related tasks, under supervision of the HR Manager, payroll calculations and update personal files in order to ensure accuracy, compliance and on time payments.
- Prepare employment contracts in conformity with legal requirements including specific amendments, when necessary, in order to ensure local labor and fiscal law compliance
- Enter data into the HR database and personal files and keep them up to date in order to facilitate HR processes management. Archive the personnel documentation and keep it in order and send the originals to Coordination office.
- Draw up employment certificate at the end of a contract in order to meet legal requirements while defending INTERSOS's interests.
- Follow up all expiring contract dates and inform the HR Manager in order to leave enough time to arrange a renewal or look for some other alternative.
- Make all administrative information available to the staffs (posting, meetings, etc.)
- Support the HR Manager for the preparation of personnel documentation for audit purpose.
- Support the HR Manager in translating documents into local language.

- Assists the HR Manager in meetings upon request.
- Assist the HR Manager and the project teams in recruiting and introducing new human resources appointed to the programs.
- Support the HR Manager in coordinating international staff: ensuring collection of boarding passes, facilitating the completion of the induction at Country level, follow-up the separation check list, facilitating the transmission of the documentation to HQ.
- Support the HR Manager for staff hiring to be conducted efficiently and in compliance with INTERSOS's policies and national labor law.
- Support administrative part of the recruitments to have transparent, timely and efficient recruitment process.
- Collect CVs for the vacant positions; appropriately archive them in a file; create a summary of the applicants; invite the applicants; collect responses; do reference checks.
- Audit monthly time sheets and submitted Leave Requests Forms.

Requirements

- Education: High school diploma or associate's degree.
- Minimum 1 year of experience from working as an Admin or HR in a humanitarian/recovery context
- Interested in communicating and trust building with people
- Documented results related to the position's responsibilities
- Fluency in Farsi and English, both written and verbal
- Responsible to provide high quality HR professional reports and letters in English and Farsi within short deadlines
- Computer proficiency including MS office (word, excel)
- Respect of INTERSOS policies and values
- Negotiation and communication skills

All interested candidates should send CV and motivation letter in English (maximum 1 page) to tehran.iran@intersos.org no later than the 30th April 2023.