



WAHA BACKGROUND

After conducting exploratory assessments in 2015, WAHA began providing essential health services in regions freed from ISIL control to host and IDP populations in 2016. Project implementation with a focus on health is carried out in Central Iraq and the Kurdistan Region of Iraq (KR-I) in close cooperation with the Directorate of Health (DoH) in Erbil, Ninewa, Dohuk, Salah Al Din, the Ministry of Health (MoH) and the local authorities.

POSITION: **HUMAN RESOURCE AND ADMINISTRATIVE OFFICER-ERBIL**

JOB SUMMARY

- **30%**, Assist the finance coordinator to prepare and track project budgets and budget projections; reviews expense reports, vouchers, purchase requests and payment requests, including proper back-up documentation to ensure compliance with established WAHA rules and regulations;
- **15%**, Manages procurement/contracts of project supplies, services and goods;
- **15%**, Conduct overall logistical and procurement actions in Erbil offices particularly: procurement, property and assets control, supply and warehousing, service/maintenance, transport, mission fleet and contractual agreements;
- **10%**, Assist the finance coordinator on day-to-day financial management and accounting;
- **30%**, Provides office and Human resource services by implementing administrative systems, procedures, and policies;

Administrative and logistics duties:

- Ensure proper functioning of the office;
- Responsible for dealing with day-to-day HR queries;
- Maintains workflow by studying methods and developing reporting procedures;
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, budgetary and personnel requirements; implementing changes;
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions;
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques;
- Overseeing the running cost and bills of the Guest house and office;

**Human Resource duties:**

- Advocate and promote a healthy, creative and safe work environment;
- Manage and coordinate all contracts for staff as directed by supervisor;
- Coordinating submission of staff Time sheet with field officers;
- Ensure hire processes are in compliance with the formalities and registration required by local law;
- Manages and updates staff data base;
- Track and Monitor Staff annual leave, sick leave and absences;
- Manage employee relations;
- Coordinate and facilitate employee exit process and archive all required documents;
- Track and monitor Expatriates residence card extensions;
- Monitor proper use and functionality of office equipment by utilizing efficient tracking methods;
- Uploading Staff details on Cost point;
- Pay slip preparation and distribution;
- Any other duties as assigned by supervisor.

Qualifications, Skills and Languages:

- A degree in Business Administration, Finance or any other related field;
- 2 years cognate experience in an INGO setting is an added advantage;
- 2 years cognate experience in humanitarian procurement and logistics;
- Administrative report writing, Organization and analytical skills;
- Good knowledge of Microsoft office packages;
- Fluency in English and Arabic is required, Knowledge of Kurdish is an advantage;

KEY COMPETENCIES:

- Strong communication skills: oral, written and presentation skills;
- Should be a team player and culturally sensitive;



- Demonstrated proficiency in computer applications such as word processing, spreadsheets, email and utilization of the internet;
- Strong leadership, team building, conflict resolution and ability to deliver strategic objectives;
- Extremely flexible, and have the ability to cope with stressful situations;
- Reporting and writing skills, managing processes;
- Analytical and Problem Solving;
- Inventory control;
- Proficiency in Microsoft Office;
- Accountability – takes responsibility for action and manages constructive criticisms;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programs or services;

This is an Iraq-Kurdistan-based position, and a candidate must be legally authorized to work in Iraq-Kurdistan for any employer without requiring sponsorship.

Salary: Commensurate with experience and qualifications.

Please note that due to the urgent need to fill this position, applications will be reviewed on a rolling basis and post will be filled as soon as a suitable candidate is found.

HOW TO APPLY:

All applications should be addressed to the email; cdm.irak@waha-international.org, candidates must state the position they are applying for as the subject of their email, otherwise applications will not be considered.

Application letter and curriculum vitae should be in a single Microsoft Word Document. The post will be filled as soon as a suitable candidate is found. Only shortlisted candidates will be contacted.

Deadline for submission is July 20, 2017