**Job Description**

**Human Resources & Administration Officer**

**Medical Teams International – Colombia**

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| ***Department:*** | Field Operations | | |
| ***Reports to (position):*** | Finance and Administration Manager | | |
| ***Location(s):*** | Bogota, Tunja or Santa Marta | | |
| ***Work Days & Hours:*** | Monday-Friday, 40-48 hours/week, occasional weekends and public holidays | | |
| ***Travel:*** | Occasional travel to project areas within Colombia. | | |
| ***If Manager of Staff, Positions Supervised:***  *(directly & indirectly)* | None | ***# Supervised:***  *(directly & indirectly)* | N/A |

**Medical Teams International Calling:**

Daring to love like Jesus, we boldly break barriers to health and restore wholeness in a hurting world.

# JOB SUMMARY

The Human Resources and Administration Officer is responsible for executing HR, administrative and legal related tasks related to MEDICAL TEAMS and donor policies and regulations.

The position provides support directly to the Finance and Administration Manager and Country Director in Bogota, but also supports HR processes in field locations (currently Santa Marta and Tunja).

# JOB RESPONSIBILITIES

**Human Resources:**

* Manage the recruitment process at a local level including posting job adverts, processing incoming applications, conducting interviews and processing background checks as requested by hiring managers
* Establish and maintain employee records; ensure appropriate information security in line with MEDICAL TEAMS and donor policies and procedures
* Support in payroll preparation by providing relevant data such as timesheets, absences, termination, new appointments, annual leave and sick leave
* Ensure all new hire paperwork is completed and coordinated
* Facilitate onboarding processes to ensure all new staff are informed of MEDICAL TEAMS policies and benefits, job duties and equipped with the tools to perform their job
* Support staff health and safety through ensuring insurance enrollment forms are completed, injury claims are processed, and safety incidents are reported
* Ensure staff are informed of and adhere to MEDICAL TEAMS Code of Conduct, PSEA policy and other HR policies and procedures by providing trainings, access to print materials and responding to inquiries
* Support supervisors in the performance management process by advising in resolving employee issues, creating and implementing plans for staff development and ensuring performance appraisals are conducted according to MEDICAL TEAMS policies and procedures
* Monitor contract expirations and coordinate with respective supervisors on extensions or terminations
* Monitor leave requests and maintain accurate records
* Complete all internal and donor reports as required
* Ensure visitors are appropriately managed, as assigned, including providing orientation, connecting to field staff, and maintaining regular contact to advise on issues

**Administration:**

* With the Finance and Administration Manager, coordinate contracted services on behalf of MEDICAL TEAMS, including those related to property management, notaries, etc.
* Provide logistics support for the Finance and Administration Manager, Country Director, and others as requested.
* Monitor MEDICAL TEAMS property and asset agreements, including rental and leasing agreements and payments.
* Coordinate travel arrangements for visitors and staff to the project areas, including safety and security.
* As requested, provide support in documentation of financial transactions and finance processes.

**Safety and Security**

* Support the Finance and Administration Manager to regularly review the implementation MEDICAL TEAMS safety and security policies for Colombia, including travel and vehicle policies.
* Coordinate office security protocols, including biosecurity in relation to covid-19.
* Ensure the safeguarding of program participants and employees through promoting an environment of awareness and upholding the code of conduct provisions of Medical Teams Protection from Sexual Exploitation & Abuse, and Child & Vulnerable Adult protection policies and sexual harassment policies
* Work with Managers to ensure all incidents of safety and security or abuse of policies above is reported through established systems.

**Other duties:**

* Utilize volunteers whenever possible.
* Additional duties as assigned.

# EDUCATION, LICENSES, & CERTIFICATIONS

* Bachelor’s Degree in Human Resource Management, Industrial and Organizational Psychology or equivalent is required

# EXPERIENCE

* Minimum 3 years of HR generalist experience required
* Experience working with INGOs is an added advantage

# KNOWLEDGE, SKILLS & ABILITIES

## KNOWLEDGE

* Knowledge of HR functions including pay & benefits, recruitment, onboarding and offboarding, and staff development
* Basic knowledge of Colombian labour laws

## SKILLS

* Basic English skills (written and spoken) are an advantage
* Skilled in using Human Resource database systems to manage staff records
* Skilled in coaching managers and capacity building
* Skilled in conflict resolution
* Skilled in developing and conducting trainings
* Excellent interpersonal and communication skills
* Skilled at using Microsoft Word, Excel and Outlook

## ABILITIES

* Ability to prioritize tasks to meet deadlines
* Ability to be flexible and manage stress, especially in situations which require a high degree of sensitivity, tact, and diplomacy
* Ability to communicate in English and Spanish, spoken and written
* Ability to be honest and foster an atmosphere of trust and integrity
* Ability to hold staff accountable to work responsibilities, MEDICAL TEAMS protocol and ethical standards
* Ability to maintain detailed records with high accuracy
* Ability to maintain confidentiality of highly sensitive information
* Ability to support MEDICAL TEAMS Calling and adhere to the MEDICAL TEAMS Code of Conduct

# PHYSICAL REQUIREMENTS & WORKING CONDITIONS

**Tools and Equipment Used**

1. Requires frequent use of personal computer, including word processing, database programs; calculator, telephone, and copy machine.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; climb stairs; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands, and arms.
2. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires occasional travel to health facilities located in remote areas with very basic living conditions.

1. The noise level in the work environment is usually moderately quiet.

***NOTE:*** *The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities and skills are also subject to change based on the changing needs of the job, department or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by Medical Teams International as the requirements of the job change.*

I have read and understand this explanation and job description.

Employee Signature: Date:

Supervisor Signature: Date: