



**JOB TITLE:** HR/Administrator/Logistic Assistant

**DEPARTMENT:** Lebanon Programme, MEECIS Region

**SALARY:** E1 - 900 - 1000 US\$ per month (depending on qualifications) and other government benefits

**JOB FAMILY:** Business Support

**OXFAM PURPOSE:** To work with others to overcome poverty and suffering.

**TEAM PURPOSE:** To implement Oxfam's strategic and operational priorities within Lebanon Program. To support and to contribute to the development of Oxfam GB Programme in line with the Regional Business Plan.

**JOB PURPOSE:** To perform administrative tasks to support delivery of a discrete work area within a unit or department, enabling those supported to be more effective; to perform support tasks to progress human resources functions to enhance the organisation's performance through our people.

**REPORTING LINES:** Post-holder reports to: Finance Manager

**Lebanon Staff reporting to this post:** Driver/ Cleaning Lady

**BUDGET RESPONSIBILITY:** N/A

**KEY RESPONSIBILITIES:**

**Human Resources:**

- Planning staff recruitment, including preparation of and publication of job announcements online and in other media, setting up interview schedules; long and short-listing, preparing interview questions and test materials;
- Member of recruitment panel
- To make sure induction for newly recruited staff is arranged and followed up
- Responsible for maintenance of HR Management Information database (HRMIS) and production of monthly management reports
- Responsible for setting up and maintaining personnel files, including monitoring of probationary periods, absence records, contracts, annual leave records etc.
- Service contract management
- Responsible for preparation of monthly payroll, calculation of additional benefits, end of contract payments etc.
- Responsible for monitoring changes in employment law
- Leading in the preparation of regular Salary and Benefits surveys and pay and benefits related business cases for approval by Oxfam HQ in Oxford
- Responsible for Health and Safety for the programme

- Responsible for identifying Learning and Development needs and sourcing L&D opportunities for Oxfam Lebanon staff members

#### **Office Administration:**

- Daily management of petty cash, and invoices
- Visitors' liaison, general enquiries, visitors to the programme, including accommodation, visa arrangements, external travel arrangements etc.
- Focal person for coordination of complex and large-scale events such as workshops, conferences etc.
- Medical Database administration and claim management
- Accompany programme staff during the field visits to support in organisational activities
- Providing advice to colleagues and partners on relevant OGB policies as required
- Payment of all regular bills including phones, rents, contractors
- Prepare a list of partners and contact details for Oxfam
- Keep log phone book,
- Communicating to all on office close due to public holidays

#### **IT:**

- Report on critical IT issues
- Communicate and support the IT with the recruited IT company and IT team of Oxfam
- Ensure regular maintenance and check up of the IT equipment

#### **Logistics:**

- Line manager to Driver
- Responsible for procurement planning, sourcing, transportation, inventory management and various reporting
- Enforce Oxfam GB minimum standards in supply chain management providing advice to colleagues and partners as appropriate
- Act as emergency driver in the case of the absence of the driver

#### **Qualification (essential):**

- University or higher Diploma in related field
- At least three years experiences in admin/logistics and HR with national or international NGOs
- Experience in managing petty cash
- Strong computer usage including typing in Arabic and English
- Fluent in English
- Computer literacy
- Basic knowledge of IT simple tasks
- Driving licences

#### **Desirable:**

- Communication skills

- Proactive and result oriented,
- Ability to work with and support the team
- Gender awareness
- Able to handle multi-tasks at the same time

**CVs to be sent to:** [Cmokdad@Oxfam.org.uk](mailto:Cmokdad@Oxfam.org.uk)