



OF LIBERIA

MINISTRY OF HEALTH
P. O. BOX 10 – 9009
1000 MONROVIA 10, LIBERIA

JOB VACANCY

POSITION TITLE: County Human Resources Assistant, Ministry of Health

REPORTS DIRECTLY TO: County Human Resources Officer, Ministry of Health

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS

Nil

EXTERNAL RELATIONS

Nil

PURPOSE:

The primary purpose of this role is to assist and support the County Human Resources (HR) Officer to carry out all administrative-related HR activities.

KEY RESULT AREAS:

- Office management
- Attendance Monitoring
- Employee relations
- Training and Development
- Records management

DUTIES:

- **General Management Functions**
 - Nil
- **Technical Duties**
 - Reviews, maintains, files and updates payroll and personnel information, records, and electronic HR information systems (iHRIS).
 - Compiles monthly attendance reports from health facilities and submits them to the County Human Resources Officer for action.
 - Serves as the first point of contact for employee queries and complaints.
 - Maintains records related to grievances, performance reviews, and disciplinary actions.
 - Maintains the county training calendar and training database; prepares reports on trainings and submits to the County HR Officer for onward submission to the central HR office.
 - Provides support in recruitment of new employees, including in posting job advertisements, collecting and organizing applications, scheduling

job interviews, assisting in the interview processes, and supporting background and reference checks.

- Prepares new employee files, ensuring that all requisite information relating to employee qualification, personal data, and employment documentation are incorporated.
- Support the orientation of new employees into the County by setting up designated workstation, working tools, etc. to ensure their comfort and productivity.
- Provides administrative support to the County HR Officer

- **Supervisory Functions**
 - Nil

AUTHORITY LIMIT

- **Management of budget**
 - Nil
- **Staff management**
 - Nil
- **Asset management**
 - Nil

EDUCATIONAL AND WORK EXPERIENCE

- Associate degree in Human Resource Management or Administration, Business administration or a degree in a related field
- Minimum of one year experience working in an administrative setting particularly on human resource administration

OTHER REQUIREMENTS

- Good problem-solving skills, with ability to proactively identify issues and resolve them in a timely manner.
- Strong interpersonal skills, with the ability to communicate clearly, both written and orally.
- Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
- Ability to prioritize and plan work activities and use time efficiently.
- Organized, accurate, thorough, and able to monitor work for quality.
- Dependable, able to follow instructions, respond to directions, and must be able to improve performance through supervisor feedback.

All applicants interested in any of the above positions are kindly asked to submit their applications to the address below and drop it in the tender box or the email stated below:

**The Personnel Division
Attn: James M. Beyan, Human Resource Manager
Ministry of Health, Congo Town
Monrovia, Liberia**

Email: proumohsw@gmail.com

This vacancy is also found on the Ministry's website: www.moh.gov.lr

DEADLINE FOR SUBMISSION OF APPLICATIONS: Wednesday, April 12, 2017 AT 4:00PM LOCAL TIME.