



JOB ADVERTISEMENT
CARE International in Timor-Leste – CITL
Internal & External

Program	Hatutan
Position	Administration & Human Resource Assistant
Supervisor	Finance & Administration Officer Human Resource Director
Position Grade	2 step 1
Salary	From USD300 Plus Benefits
Location of work	Dili
Position Supervises	None
Contract Duration	3 months
Areas of experience required	Under the supervision of the, Finance & Admin Manager (FAM) and Human Resources Director (HRD), the Administration & Human Resource Assistant will provide effective administrative support to a CARE International in Timor-Leste project in all HR processes including recruitment, staff orientation, maintaining up to date HR liaison with the CITL HR office and problem solving to ensure efficient operational support. Other administrative tasks may include the petty cash management, managing visitor, organise the program meetings, travel bookings, visa requests, maintaining office supplies, administrative support to finance and procurement processes, and filing of project documents, photos, reports and reference materials.
Applications required by	31st of January 2022
Application should include	CV and Application letter only
Application should be sent to	Manuela.dasilva@careint.org

INTRODUCTION:

CARE is a leading humanitarian and development organisation dedicated to fighting global poverty and social injustice with special emphasis on human rights, gender equality and women and girls’ rights. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International in Timor-Leste (CITL) will implement a 5-year United States Department of Agriculture (USDA) funded program called HATUTAN , to build a partnership between schools and their communities to improve literacy, learning, health and nutrition for children and adults in the municipalities of Ainaro, Ermera, Liquica and Manatuto. The project will partner with the Ministry of Education, Youth and Sports (MEYS) as the lead Ministry to strengthen pre-school and primary school performance in literacy, health and nutrition and support the full implementation of the government school feeding program.

PURPOSE OF THE POSITION:

Under the supervision of the, Finance & Admin Manager (FAM) and Human Resources Director (HRD), the Administration & HR Assistant will provide effective administrative support to a CARE International in Timor-Leste project in all HR processes including recruitment, staff orientation, maintaining up to date HR liaison with the CITL HR office and problem solving to ensure efficient operational support. Other administrative tasks may include the petty cash management, managing visitor, organise the program meetings, travel bookings, visa requests, maintaining office supplies, administrative support to finance and procurement processes, and filing of project documents, photos, reports and reference materials. The role requires professionalism, good organisational and planning skills and attention to detail with an ability to work confidentially and appropriately with others across a diverse team.

This position is based in Dili, with regular travels required to other field offices.

A. MAIN RESPONSIBILITIES

Administration

- Manage the Dili cash float for small project expenses. This will include making payment for staff and supplier, completing the Cash report, cash count and cash replenishment
- Ensure that the office portrays a professional image at all times;
- Maintain inventory of office supplies and ensure the sufficient stock available for program operation
- Organize the program meeting and function internally and externally including the visitors as needed
- Support the with general administration, such as arranging appointments, scheduling meetings, managing correspondence, telephone calls and e-mails, preparation for travel, printing, scanning documents and filing of documents;
- Support field offices and other support to the project when is required.

Human Resource

- Maintaining database include all relevant staff information.
- Monitoring staff files to ensure adequate notice is given to staff prior to being released form contracts, or for extending contracts.
- Support the HR Director to ensure that recruitment is appropriately advertised.
- Assist with the induction of new staff (national & international)
- Processing leave entitlement.
- Assist with the implementation of HR services and HR policies.
- Maintain the highest levels of confidentiality and handle all HR information with the utmost care and responsibility

B. OTHER TASK

- Ensure the maintenance of staff files (national and international) both electronic and manual
- Regular updates of those files
- Maintain all the attendance records and timesheet of Project
- Maintain all general files

- Accomplish any other job as & when required as assigned by supervisor

EXPERIENCE AND QUALIFICATIONS:

1. Education Diploma from Senior high School
2. Work Experience in the same area of work at least two years
3. Excellent communication skill, Good working knowledge of MS Word, Excel, email and internet
4. Good knowledge of spoken and written English

In return of your commitment you will benefit from ongoing professional development fostered within an innovative and forward thinking environment, plus a comprehensive benefits package.

To apply to this position, please email or submit your application letter and Curriculum Vitae with three references (Please DO NOT attached the other documents) to Manuela.dasilva@careint.org before or by date deadline on **31st of January 2022**. Only successful candidates will be contacted for the interview.

CARE is an equal opportunity employer committed to a diverse workplace. Women are strongly encouraged to apply.

CARE International Timor-Leste is committed to protecting the rights of children in all areas we work. CARE International Timor-Leste reserves the right to conduct screening procedure to ensure a child-safe environment.