



HUMANITARIAN RESPONSE VOLUNTEER POSITION DESCRIPTION

Position Title: Human Resources Officer

Department: Field Operations

Reports To: Humanitarian Response Team Leader or respective Country Director

Time Commitment: 2-5 weeks - Volunteers can expect to deploy for a minimum of between two and five weeks, although the ability to deploy for longer is warmly welcomed.

Position Summary: The HR Officer will provide day-to-day human resources and administrative support on one or more humanitarian programs. Common tasks will include recruitment and onboarding of new international and local staff, adhering to donor regulations and MTI policies and procedures, reporting, and assisting with general HR activities. Your skills in cross cultural human resource management and communication are vital, as your role requires supporting both international and local staff and volunteers. You may also be part of the country management team. The HR Officer will report to the Humanitarian Response Team Leader or Country Director.

Essential Duties and Responsibilities:

- Develop a humanitarian response orientation package for incoming staff and volunteers, ensuring an adequate orientation schedule, as well as living allowance, time sheet and separation check list forms as provided and explained.
- Produce and disseminate requests for international and local positions through all available networks.
- Work in coordination with MTI HQ to facilitate recruitment of international staff and volunteers, and ensure rapid deployment of personnel.
- Collect timesheets for international staff and volunteers, leave requests, and produce leave tracking reports.
- Act as the point of contact for HR issues, and ensure that all HR paperwork is promptly submitted to MTI HQ and filed appropriately in country.
- Assist Finance Officer in preparation of international and local staff payroll.
- Ensure that all locally sourced staff and volunteers have valid contracts.
- Provide training to HR staff on human resource and recruitment processes.
- Establish HR practices at each field site, and ensure HR personnel are adequately trained and supported.
- Committed to the values and principles of MTI.

Experience:

- Relevant university degree and professional registration.
- At least three years relevant HR experience.
- At least one year of field experience.
- Ability to establish and maintain HR tools and frameworks during an emergency.
- Proven ability working in insecure or hardship environments.
- Experience managing, mentoring, and developing capacity of national personnel.
- Demonstrated ability to work well as a part of a multi-cultural and multi-disciplinary team.