

People & Culture Assistant

Location: [Europe & the Middle East] [Armenia]

Town/City: Yerevan

Category: Human Resources

Job Type: Fixed term, Full-time

People & Culture Assistant

“World Vision Armenia” Child Protection Foundation

LOCATION

Yerevan, Armenia

DURATION

Fixed-term

PURPOSE OF THE POSITION

Assist People & Culture (P&C) Manager and P&C Officer in coordination of P&C department services and functions related to WV Armenia Branch and Foundation personnel data administration and maintenance, P&C administration, including information and document flow for WV Armenia Branch and Foundation staff, assistance with recruitment, orientation and other activities where support is needed.

MAJOR RESPONSIBILITIES

P&C Administration and Support

- Assist in preparation and systematic update of staffing lists for all categories of workforce (employees, service contractors, volunteers, interns, etc.) and any staff related necessary information for rapid access and use,
- Assist in coordinating with relevant parties and consolidating staff related data based on requests,
- Follow-up with respective departments on collection of personal documents for contract preparation, prepare employment and service contracts, maintain registry,
- Keep personnel files accurate, updated and confidential at all times. In collaboration with P&C Manager and P&C Officer set up and maintain filing system,
- Prepare and process all kinds of P&C related paperwork for all categories of workforce as required, with accuracy and confidentiality and in accordance with internal policies and local law requirements,
- Keep P&C related templates updated and available for staff,
- Support line manager, providing data for necessary P&C reporting as needed,

Recruitment, Orientation and Event Coordination

- Provide necessary support in staff recruitment, scheduling interviews, contacting short-listed candidates as needed, consolidating interview results, sending rejection letters,
- Provide assistance in arranging orientation sessions for new staff,

- Support developing and maintaining volunteers' pool,
- Provide assistance in arranging different kinds of P&C learning events, trainings, workshops, and/ or team building activities.

P&C related paperwork

- Prepare staff related certificates, letters, other documents as needed,
- Prepare different orders (travel, replacement, termination, etc.).

REQUIRED QUALIFICATIONS

The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training:

- University degree or equivalent in Social Sciences, Psychology or related field, Business Administration is a plus,
- Strong communication skills,
- Thorough working knowledge of office systems. Computer aptitude and experience with word processing, database management and spreadsheet software,
- Ability to maintain positive relationships with colleagues,
- Emotional maturity and ability to deal with matters of strict confidentiality,
- Excellent organizational and planning skills,
- Solid verbal and written communication skills in Armenian and English, knowledge of Russian

is a plus,

- Excellent knowledge of local labor law and related legislation requirements,
- Minimum 2 years of experience in Human Resources and or Administration with medium business/ medium NGO/ government agency,
- Demonstrated experience and knowledge of HR practices, including recruitment, hiring, HR functions and systems administration, HR software administration and maintenance,
- Professional certification in HR in locally or internationally recognized HR institutions is a plus,
- Being quick learner, agile, flexible and adaptable,
- Ability and willingness to travel domestically as needed.