



Job title	Human Resource/Administrative Officer
Department /Field of experience	Human resource
Role type	National
Travel involved	In-country
Duty post	Kumba
Length of Contract	12 months
Salary	Competitive

Job Description/Scope of work

As an HR/Admin officer, you are entitled to contribute to the management of activities of the recruitment and development of workers and staff in AMEF. Contribute to building a strong team and excellent communication strategy within the entire organization.

TASKS/Responsibilities

- Collection of valid documents for recruitment of workers.
- Setup deadlines for recruitment.
- Follow-up the selection and recruitment process.
- Elaborate on the planning stages of all project and program activities.
- Organize logistics for capacity building of workers.
- Setup a system and participate in the process to evaluate performance and competence.
- Participate and elaborately provide support during training.
- Participate in the implementation of career management activities.
- Oversee the professional growth plan of staff.

Your profile/Qualifications

- a.) University **degree** in social sciences and preference in Human Resource management
- b.) At least 2 years work experience with a successful participation specifically in recruitment and human resource development.
- c.) Good use of Microsoft (word, power point, excel.....etc.) and good use of digital management tools in HR (e-learning, e-recruitment...)
- d.) Capacity to work under pressure and flexibility.
- e.) Strong analytical and reporting skills.
- f.) Good sense of confidentiality.
- g.) Fluent in English and French as well as the pidgin local language.
- h.) Excellent interpersonal and communication skills.

All positions are fully open for one year with possibility of renewal based on available funds
Send your CV and cover letter to human_r@ameffoundation.org. The subject should be the **position you are applying for. Deadline for application 14th January 2021.**

Thank you in advanced for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted **two (2) days after the deadline, consider your application unsuccessful.**