

CALL FOR APPLICATIONS

Post	Human resources assistant
Contract	Fixed-Term
Reference No	
Report to	Head of Human resources

Main Duties & Responsibilities

1. Time management

- Record and monitor the start and end times of shifts, breaks, and overtime for all employees to ensure accurate payroll processing
- Monitor attendance of staff, process leave request forms, track staff leave and review and submit timesheets for salary calculation
- Coordinate with managers to verify employee attendance, absences, and time off requests, ensuring compliance with CRID policies
- Prepare and distribute detailed reports on employee hours worked, absenteeism, tardiness, and other time-related metrics for management review
- Implement and enforce timekeeping policies and procedures to ensure all employees are aware of their responsibilities regarding clocking in and out
- Resolve discrepancies in time records by collaborating with employees and supervisors to correct errors and ensure accurate payroll

2. Administration

- Provide administrative support in various HR activities in the areas of work allocated by the professional officer including on boarding of new staff members in compliance with relevant processes and procedures
- Provide assistance on general HR queries and follow up actions, to ensure consistent and high-quality HR services
- Draft various HR documentation required for the specific area of work,
- Administration of employees' insurance coverage

Any other tasks assigned to her by the Line manager.

KNOWLEDGE AND EXPERIENCE REQUIRED



Bachelor's degree in HR, Administration or relevant field.
A minimum of 1 to 3 years' experience in a similar role.
Generalist human resources experience
Outstanding analytical and time management skills.
knowledge of relevant legislation and regulations
Strong attention to detail and confidentiality
Excellent written and verbal communication skills.

APPLICATION INSTRUCTIONS

A cover letter
A Current resume
A photocopy of the ID card and Degrees
At least two professional references.

Working conditions	Full time, 40 hours per week.
	Fixed Term 2 years
How to Apply	Send file to crid@criid-cam.net
Deadline for applications	April 30 th ,2024

Note:

- women applications are strongly recommended
- Only electronic applications will be accepted.
- If you have not heard from us 3 weeks after the closing date, please consider your

application unsuccessful