



Vacancy Announcement

Job Title: Human Resource Assistant
Department: Administration, Operations and Legal
Section: Human Resource
Reports To: Human Resource Officer
Deadline: November 9, 2018 at 4:00

Summary of duties:

The HR Assistant will provide support in the various functions including but not limited to recruitment, staffing, training and development, performance management and employee relations.

Description of duties:

- Receives Overtime request forms, compute hours and forward to HR Officer for verification.
- Liaise with medical insurance company on reimbursement claims for employees.
- Ensure regular accurate updates of medical database.
- File all documents for personnel files. (Performance evaluations, training documents, personnel actions, etc.)
- Provide assistance for all recruitment activities, including but not limited to opening applications, contacting candidates, facilitating testing, etc.
- Ensure that accurate job descriptions are in place for each employee and provide assistance, when needed, in drafting job descriptions.
- Explain LTA's personnel policies, benefits, and procedures to employees.
- Prepare monthly and quarterly HR-related reports including but not limited to total overtime hours, attendance, etc.)
- Assist in training and onboarding activities for new employees. Support all personnel as needed.
- Perform a wide variety of clerical, administrative and office support duties in support of the HR section.
- Perform a variety of general office support duties.

- Serve as backup for the Admin/Ops Services Assistant and Receptionists when needed.
- Perform other related tasks as may be necessary.

QUALIFICATIONS

- Bachelor's degree in Management, Business Administration, Public Administration or any closely related field is required.
- Certificate or Diploma in Human Resources management is an added advantage.
- Minimum of 3 years' hands on working experience in Human Resources is required.
- Previous administrative experience is an added advantage.
- Must have good working skills in Microsoft Office (Word, Excel, and Power Point) and other relevant software.
- Must have strong customer service, interpersonal and communication skills.
- Must maintain confidentiality at all times.

SELECTION PROCESS:

The position is open to suitably qualified Liberians with the ability to work in a fast-paced, multi-tasking environment. After initial screening, qualified applicants will be invited for an interview. **Only** short-listed applicants will be contacted. Selected candidates may be required to submit, prior to being hired, *a sworn / notarized statement / affidavit that he/she has not resigned, been investigated or dismissed from employment, for allegations of misconduct involving dishonesty or other venal acts; or if investigated, has been cleared of all allegations against him/her.*

Interested applicants must submit the following for the application to be considered:

- 1) Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number(s) and email address if available). All other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position for which application is being submitted.
- 2) Each application must be submitted in a sealed envelope, addressed to:
Liberia Telecommunications Authority
Application for **Human Resource Assistant**
Administration & Operations Office