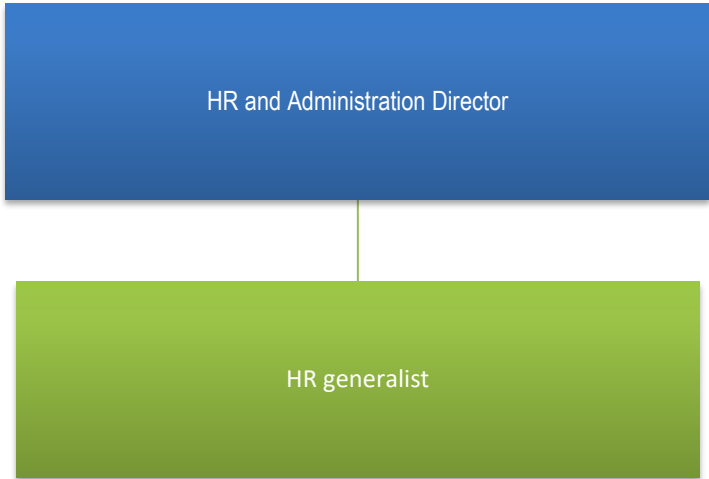




Position Name (Title) :	HR generalist	Position Level:	6
Reporting to (Title) :	HR and Administration Director	No. of Direct Reporters:	0
Location :	Cairo	Sector /Department/Section :	HR Department
Version:	01		

Position Reporting Lines



Main Job Purpose

He/she is responsible for providing a wide range of support activities to the Human Resources staff in order to ensure the smooth operations of the HR department activities including the HR, personnel and staff development functions.

Objectives

1. Assist in Handling Personnel administrative tasks.
2. Provide support to the Talent Acquisition in the HR activities related to recruitment and training.
3. Provide support to the Personnel Officer in the HR activities related to attendance and vacations.
4. Arrange appointments/meetings for HR staff including panels and field visits.

Accountabilities

1. Maintain and update all staff personnel files content and inserts and open new files for newly hired employees.
2. Responsible for data entry of all personal records and its updates archived and maintained on HRMIS.
3. Manage the staff attendance through processing staff leaves request, maintaining and updating leaves records and analysing/reporting. Prepare leave report to finance to develop the leave accruals.
4. Arrange interview appointments with candidates and interview panels. Coordinate and administer tests for potential applicants when needed.



5. Responsible for recruitment process for positions less than her grade as per CARE policy and volunteers' recruitment process in addition to managing volunteer letters.
6. Other similar tasks can be handled.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • All program support departments • All programs & projects • Field office staff 	<ul style="list-style-type: none"> • Vendors

Working Environment

The position follows the normal working environment of the organization.

Indoor: 80%

Outdoor: 20%

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Minor Judgement Within Guidelines
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks



CARE Competencies	
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Job Requirements

Education:	A Bachelor degree in business administration or a relevant field.
Experience:	2-3 years of experience in a similar position related to providing management support.
Computer Skills	MS Office and demonstrated experience in dealing with HRIS systems
Languages:	Strong written and spoken English and Arabic languages. Strong English and Arabic word processing skills

Reports

Signatures

		Date
Employee		
Manager		
Human Resources		