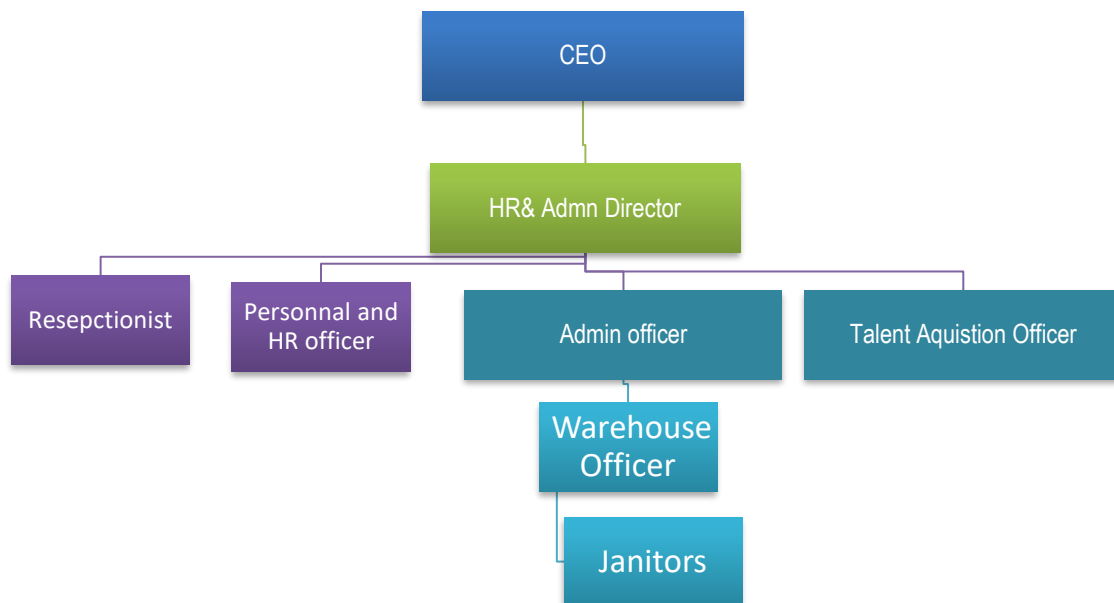


Position Name (Title) :	HR & Admin Director	Position Level:	14
Reporting to (Title) :	CEO	No. of Direct Reporters:	4-6
Version:	01	Sector /Department/Section :	HR & Admin Department

Position Reporting Lines



Main Job Purpose

- Manage all HR and staff development function including ensuring appropriate systems are in place for achieving the organizational goals and development regarding recruitment process, succession planning and performance management.
- Ensure the work environment and institutional culture are healthy and attractive for high calibres
- Manage the admin unit tasks for securing the timely and adequate response for offices, staff and project's needs. Efficient and effective use of CARE's properties and recourse while maintaining the highest degree of policy compliance.

Objectives

- Ensure compliance to labours law and adherence to CARE policies.
- Maintain healthy and inclusive work environment for all staff to ensure employees' satisfaction and retention.
- Oversee the recruitment cycle and channels to ensure timely response for program's needs.
- Supervise and lead the staff development and staff annual performance appraisal cycle to ensure it's perfectly execute to open up opportunities for staff carrier growth and build leadership within the organization.
- Timely, efficient and cost effectiveness administrative operations.
- Contribute to all major administration decisions and strategic plans.
- Interpretation and implementation of the administration policies and procedures.

Accountabilities

1. Provide ongoing supervision, leadership, support and guidance to HR & admin staff to ensure full compliance to labour law/s and adherence to CARE policies, best usage of resources and asset and employee development and satisfaction.
2. Review, update the HR & admin policies to ensure its match CARE's values and works requirements and staff needs.
3. Set the recruitment strategy to cover CARE required profiles and programs dynamics and define CARE's market's position and maintain recruitment process execution quality.
4. Conduct Human Resources Planning based on programs portfolio and pipeline to be able to conduct succession plans and satisfy recruitment needs.
5. Develop the compensation and benefit tools to ensure CARE is an Employer of Choice in INGO/NGOs market and maintain staff motivation and performance recognition.
6. Ensure that Payroll and end of service compensations are timely and accurately issued.
7. Manage CARE Country Office property (including vehicles) and maintain an updated, detailed, and accurate record of mission property within Egypt to ensure efficient, Register ,track , storage and use of the resources, leading annual inventory physical counts in line with policy, supervising implementation of asset reporting cycle at appropriate times during the FY, and managing the disposal of or reallocation of assets to be in line with organizational needs and donor stipulations.
8. Lead the process of conducting bi- annual salary survey for CO to ensure Care position in the market and to suggest needed correction steps for keeping CARE as strong competitor between peers.
9. Supervise, and monitor the contracting and up keeping of services and facilities in HQ and Field offices to ensure employees within Admin annual budget and ensure cost optimization. Ensure that all services/rent contractual rights and liabilities are met. Monitor contract's expiry dates and renewal/termination. Ensure that all facilities are in optimal running condition.
10. Participates, as member of SMT in the country office long range strategies setting, annual planning, and the decision-making process to maintain the CO's effectiveness, efficiency, and relevance.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • CEO • Finance • Programs • Shared service Centre 	<ul style="list-style-type: none"> • CARE Members • Donors • Governmental officials • External auditors • CARE regional office • CARE Global relevant teams.

Working Environment

The position follows the normal working environment of the organization.

Indoor: 85%

Outdoor: 15%

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Authority Within the Departement
Budget Control	Administering a Budget for a Supporting Function
Budget Amount	From 1 to 25 Million EGP
Hiring Authority & Promotion	Coach New Employees
	Supervises More Than Three Employees
	Recommend Supervised Employees for Promotion
	Approve Hiring New Employees
Consequence of Error	Impact Own Department
CARE Skills	Level 6

Job Requirements

Education:	<ul style="list-style-type: none"> BA Degree
Experience:	<ul style="list-style-type: none"> Years of experience in relevant HR and admin. At least 5 years' experience in HR senior Managerial position in big organizations operation/administration department in a multinational operating environment. Experience with Non-Profit sector is preferred. Experience in property control, vehicle management, contract negotiation is a plus.
Computer Skills	<ul style="list-style-type: none"> MS Office
Languages:	<ul style="list-style-type: none"> English (Very good) Arabic

Signatures

		Date
Employee		
Manager		
Human Resources		