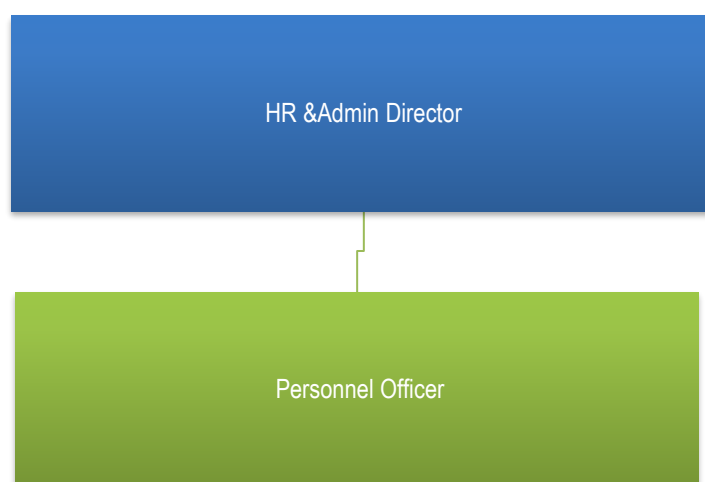


<b>Position Name (Title) :</b>	Personnel Officer	<b>Position Level:</b>	8
<b>Reporting to (Title) :</b>	HR & Admin Director	<b>No. of Direct Reporters:</b>	
<b>Location :</b>	Cairo	<b>Sector /Department/Section :</b>	HR Department
<b>Version:</b>	01		

#### Position Reporting Lines



#### Main Job Purpose

- Maintain the department documentation with external and government parties, ensure all personal records and system are updated and maintained.

#### Objectives

- Manage Care relationship with the Governmental Authorities & insurance provider.
- Maintain a proper archiving and personnel filling.
- Play the connection role with the medical insurance service provider
- Manage the staff payroll.

#### Accountabilities

1. Maintain CARE relationship with Labour office, Social Insurance office, Health Insurance office to ensure that laws and regulations are followed. Prepare and submit the required documents/reports in an accurate and prompt manner and develop and maintain a proper archiving and personnel filling.
2. Coordinate between CARE employees and insurance service provider (life & Health), manage the relationship and request for payment to ensure that CARE Employees get the benefits according to contracts.
3. Manage the contracts.

4. Update the payroll with the inputs and changes of CARE staff, new hire/leavers/transfer/promotion and prepare all the HR letters regarding staff issues in addition to annual increases letters following CARE internal policies
5. Ensure HR policies are clear to staff, applied and maintained.
6. Prepare monthly payroll sheet and send it to finance department for payment processing after ensuring the new joiners/ leavers and any changes affecting salary. Prepare end of service documents and send a draft of end of service payment calculation to finance department to review, confirm and pay.

### Position Relationship with Other Parties

Internal Relationship	External Relationship
<ul style="list-style-type: none"> <li>All program support departments</li> <li>All programs &amp; projects</li> <li>Field office staff</li> </ul>	<ul style="list-style-type: none"> <li>Labor office</li> <li>Social Insurance</li> <li>Candidates</li> <li>Service providers</li> <li>INGOs HR</li> </ul>

### 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

<b>Hiring Authority &amp; Promotion</b>	Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
<b>Consequence of Error</b>	Impact Own Tasks

<b>Job Requirements</b>	
<b>Education:</b>	<ul style="list-style-type: none"> <li>• BA Degree</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• 5+ years of experience</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>• MS Office</li> <li>• HR software</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>• English</li> <li>• Arabic</li> </ul>
<b>Reports</b>	

<b>Signatures</b>		
		<b>Date</b>
<b>Employee</b>		
<b>Manager</b>		
<b>Human Resources</b>		