

Statement of Services

Position: Human Resources Manager Assistant
Reports to: Human Resources Manager

Responsibility:

Under the supervision of the Human Resources Manager, the Human Resource Manager Assistant (HRMA) is responsible to assist the management with the daily administrative functions of the ECCO with an emphasis on human resources management. The incumbent is responsible for supporting the internal office systems and their effective and efficient performance.

The Human Resources Manager Assistant is responsible to assist the preparation of ECCO reports, workplans and other documents required to fulfill CIDA, ECCO and GoE needs.

The incumbent is also responsible to actively contribute to special services and events in order to give complete satisfaction to ECCO customers while following CIDA/ECCO policy, rules and regulations.

He (she) provides effective support to the Director and to the Human Resources Manager to maintain a high degree of quality and satisfaction regarding internal and external services provided to ECCO Staff/Advisor/Consultant/Clients.

For the purpose of this contract and without limiting the generality of the following, the duties of the incumbent shall include, but not necessarily be limited to, performance of the tasks set out hereunder:

1. Support to the Management

The Human Resources Manager Assistant is responsible to assist the ECCO Management with the daily activities related preparing letters, memos, notes, reports, tables, standard forms, faxes and other documents, using word processing, spread sheet applications and Power Point presentations.

Production of reports:

The ECCO is required to report its activities to CIDA and the GoE. For this purpose, some periodic technical reports must be produced. To ensure these requirements are fulfilled, the Human Resources Manager Assistant is responsible for preparing high-quality, timely reports. As such, he/she:

- assists the management in the preparation of activity reports to CIDA and GOE, and with the collaboration of ECCO Advisors and staff, reviews documents and collects information to be used in the semi-annual reports;
- ensures the reports are as per CIDA and GoE guidelines; and use appropriate software applications (word, Excel, Power point...) to complete the reports
Submit reports for approval;
- ensures distribution of the reports to the appropriate parties on a timely fashion.

The Human Resources Manager Assistant is also responsible to keep the ECCO Emergency plan up to date;

Support to the Human Resources Manager (HRM) and to the Director with:

- activities related to the management of the financial encumbrances (FE);
- activities related to consultants Contract payment;
- filing of contract and finance related documents;
- assisting the management of consultant's database.

When needed or requested by the Director, he/she replaces the HRM.

Special Services and Events management:

One of the ECCO's important value is to offer high-level quality service with consistency. The ECCO is also engaged in a process of continuous improvement.

With this in mind, the Human Resources Manager Assistant plans or assists in the planning, organizing, overseeing and managing of workshops, seminars or conferences held inside and outside of the ECCO premises.

He/she is responsible to provide a consistent level of service to all clients: internal or external to the ECCO. Provide support to CBS, cooperants, as well as long-term foreign local consultants whose reason for being in Ethiopia is their work with the ECCO or CIDA. In such cases, the ECCO may support and provide additional service such as:

- assist in searching for residences for cooperants and/or other expatriates under contract and assist in the preparation and negotiation of leases; (for discussion);
- arrange for and oversee customs clearance of offshore shipments (i.e. Cooperant's personal effects, project related equipment, etc.) (See ECCO financial policy and procedures for further details and obligations);
- follow-up on duty-free privileges for ECCO vehicles and ECCO plated vehicles to ensure proper administration and fulfillment of the official rules and regulations;
- liaise as necessary with officials from government departments, ministries and agencies on matters related to government policies, practices and procedures, permits and approvals, that relates to the assigned work;
- liaise with Embassy to obtain necessary documents and signatures;
- assist in obtaining local drivers licenses, residence permit, multiple exit-reentry visas, duty free privileges, NT bank account;
- support to dependents, when requested by the Director;
- assist in departure procedures;
- replace the Client Services Officer on an ad hoc basis as needed;
- provide other services that may be requested from time to time.

Inventory:

- keep track of all inventory items (capital spending) acquired by ECCO in an asset register, maintain up-to-date records of the value of all assets and balance all inventory list with the accounting and financial report and data at least quarterly;
- assist in the preparation and maintenance of the ECCO permanent physical inventory for office furniture, vehicle, vehicle spare parts, office supplies, mobile

- phone, pack-up kit, first aid kit etc.;
- in collaboration with the Senior Administrator, ensure that all assets are properly recorded in an asset register, that records are kept up to date and verified by regular, periodic inventory counts;
- maintain up-to-date records of the value of all ECCO assets (including duty-free) and produce periodic assets reports, showing additions and deletions during the period.

Others:

- make photocopies and binding of documents;
- at the request of the Director or the Human Resources Manager, take over the others duties to replace staff on leave;
- prepare and follow-up on any and all invitations for ECCO sponsored events;
- undertake other related duties as assigned from time to time by the Director.

Staff Cooperation:

The ECCO believes that a cooperative team approach increases the effectiveness and efficiency of its office. Therefore, the incumbent is expected to contribute positively and constructively to the healthy working environment of the ECCO.

Minimum Qualification /Experience Requirements:

- BA in Management or Business Administration or equivalent combination of education and work experience.
- Minimum of 2 years of experience with related field.
- High ability using computer programs, preferably Excel, Word, PowerPoint, Microsoft outlook.
- High degree of initiative, efficiency, team-working, integrity and accountability.
- Self motivated and have a capacity to work independently.
- Strong English written and spoken skill and French language is desirable.

APPLICATION DEADLINE: Friday, September 24th, 2010 12:30 p.m.

Please note that only candidates screened into the interview stage will be notified.

Applications (C.V.) should be sent to:
**Ethiopia-Canada Cooperation Office,
Attention: Human Resource department,
P.O.Box 1009,
Addis Ababa, Ethiopia**

or via e-mail: info@cida-ecco.org