



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER:	ADMHR#2020/03
POSITION:	Human Resources Assistant (1 position)
OPENING DATE:	November 17, 2020
CLOSING DATE:	November 27, 2020
WORK HOURS:	Full-time, 40hours/week
DURATION:	One-year renewable

The International University of Grand-Bassam is seeking a candidate to fill the position of **Human Resources Assistant**.

IUGB Profile

The International University of Grand-Bassam (IUGB) is a private, publicly assisted institution, which offers an American curriculum in English. It opened in 2005, and, by the signing of Decree 2007-499 on May 16, 2007, was formally accredited as a University within the Côte d'Ivoire higher education system. Envisioned as a Regional Center of Excellence in Higher Education in Africa, IUGB's mission is to provide internationally recognized higher education through technology-enhanced English medium instruction in fields critical for regional development, international success and life-long learning.

BASIC FUNCTIONS OF POSITION

The Human Resources Assistant will be a liaison between the HR Manager and the university employees as well as partner institutions such as CNPS, FDFP; ensuring the smooth communication and swift resolution of all queries and delivering a wide range of human resources related activities.

QUALIFICATIONS AND SKILLS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Bachelor degree in Human Resources or a related field, or equivalency; two years of Human Resources experience specially in the areas of professional development and HR administration.
- Fluency or high level of proficiency in English and French.

Recruitment

- Coordinate the hiring process: prepare and post vacancy announcements and advertisements. Provide information to potential applicants about the recruitment process
- Review applications to determine relevant experience and education. Prepare complete application packets for the Search Panel/Selection Committee. Coordinate interview schedules.



- Prepare and distribute interview packs to panel members. Administer the English test to applicants.
- Prepare/emails, offer letters and contracts for new faculty and staff in a timely manner.
- Ensure the accuracy and completeness of employment documents.

HR Administration

- Assists in creating and updating departmental position descriptions, and in position evaluation and ranking.
- Assist in the addressing of Human Resources questions and problems. Make recommendations regarding actions.
- Assist employees with the completion of Human Resources forms. Verify correct information is entered.
- Prepare employee social security declaration files and process at CNPS.
- Assist in leave scheduling, tracking & reporting. Maintain employees' leave balances. Develop regular reports on the various types of leave.
- Perform general office support such as preparing correspondence, scheduling and canceling meetings and appointments, compiling information, etc.
- Process documentation for student assistants and work study. Coordinate the work of student assistants or interns in the HR Office.
- Complete related tasks and/or special projects as assigned.

Professional Development Program

- Liaise with FDPF in the organization of professional development topic identification and validation.
- Assist in the coordination, development, implementation, and assessment of professional development programs. Assist with analyzing training needs and employee feedback, and developing professional development schedules. Track the completion of training.
- Collect, compile, and prepare reports concerning the Professional Development Program.

Policies and Procedures

- Ensure compliance with local and university laws and regulations regarding Human Resources activities.
- Maintain knowledge of legal requirements and regulations affecting HR functions and ensures policies, procedures and reporting are in compliance with these regulations and requirements.

Records management

- Generate, coordinate, maintain, accurate and up-to-date HR-related files and records. Maintains job applicant files in organized manner. Manage payroll files storage.



- Maintain employee confidence and protect Human Resources operations by keeping personnel data confidential at all times.

Required Knowledge, Skills and Abilities

- Ability to collaborate and communicate effectively with various co-workers.
- Ability to provide customer service even when under deadline and other pressure
- Knowledge of issues and best practices in HR procedures and methods in an academic environment
- Excellent oral and written communication skills in both English and French; capacity to deal confidently and courteously with people at all levels (faculty, staff and students)
- Ability to work with and maintain confidential information,
- Ability to use independent judgment and take initiative. Sound analytical and problem solving skills.
- Ability to work independently with minimal supervision and collaboratively as part of team. Ability to work with a high degree of accuracy and attention to detail.
- Experience in delivering presentations or facilitating training to small groups.
- Computer literate.

SUBMIT APPLICATION TO:

International University of Grand-Bassam Human Resources Office Attention: Human Resources Manager BP 564 Grand-Bassam Fax: (225) 21.30.34.83 Or Via email to: iugbhr@iugb.edu.ci	POINT OF CONTACT International University of Grand-Bassam Human Resources Office Tel: (225) 21.30.36.40 / 21.30.34.57 Fax: (225) 21.30.34.83
---	--

Important Notice: Applicants *MUST* submit a current resume and a cover letter. Copies of both education documents and working experience must be attached to your application. When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title. **E.g.:** ADMHR#2020/03, Human Resources Assistant.