

Position: Admin Assistant

Location: Hodeida

Summary of Position:

The Admin Assistant will be providing administrative and HR support to the office, liaising with the Administrative/Finance and HR units in RRD's Sana'a Office.

KEY Responsibilities:

- Attend on day-to-day admin matters.
- Responsible for the office supplies and ensure that all office systems and equipment (power, water, telephone, photocopier, fax, etc.) are in good working order.
- Assist in ensuring staff compliance with human resources polices.
- Assist staff on effective performance management and administer the collation of performance management documentation.
- Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.
- Perform other duties as assigned.

Qualifications:

- University degree in a relevant subject;
- At least two years of professional experience in a similar position;
- Strong Command of Arabic and English
- Essential computer literacy (word, excel, internet)Familiarity with program area is highly desired

Application Process

If you believe that you have the qualifications and skills to excel in this position, please send a copy of your CV and a cover letter to hr@rrdf.org with the subject heading "**Admin Assistant–Hodeida**".

Applications submitted after February 07, 2017 will not be considered.

Only short listed candidates will be contacted.