EAST AFRICAN COMMUNITY

Applications are invited from suitably qualified Citizens of East African Community Partner States (Burundi, Kenya, Rwanda, Tanzania and Uganda) for the following position tenable at East African Community Secretariat:

HUMAN RESOURCE ASSISTANT

GRADE: G5

ORGAN: EAC Secretariat

DEPARTMENT: Human Resource and Development

REPORTS TO: Human Resource Officer

DURATION OF CONTRACT: 6 months renewable based on performance and funding availability.

SUMMARY OF POSITION:

To provide assistance with the day-to-day efficient operation of the Human Resources office

DUTIES AND RESPONSIBILITIES:

1.1 Provide general administrative support such as preparation of correspondence, forms and reports, organize meetings, compose regular correspondence, process confidential reports and documents, file electronic and hard copies of documents, track deadlines, and take minutes as needed.

1.2 Prepare source documentation needed for new hires, or effective changes in pay, status, or benefits.
1.3 Establish, maintain and control personnel, employees, recruitment relations records, files, correspondence, reports, and organization charts.
1.4 Respond to and put through various queries from staff from other departments.
1.5 Coordinate Interns and staff training events or programs and recommend resources, as needed.
1.6 Keep up current issues and matters in the organization related to HR department.
1.7 Administer and monitor new hire orientation programs.
1.8 Maintain and update employee records - both electronic and manual
1.9 Provide assistance in recruitment activities
1.10 Provide assistance in monitoring employee performance appraisal process.
1.11 Interact with and supply information to employees, department heads, and job applicants.
1.12 Compile Leave data and prepare Leave-Rosters;
1.13 Process Overtime for General Staff;
1.14 Perform any other duty as may be assigned by the supervisors

**QUALIFICATIONS AND EXPERIENCE:**

- Advanced Diploma in Human Resource Management/ Degree in Human Resource Management, Public Administration, Business Management, Psychology or related field
- Minimum of five (5) years relevant experience in a similar position.

**SKILLS AND COMPETENCIES:**

- Knowledge of recruitment processes.
- Competent keyboard skills to produce accurate and well presented reports.
- Able to present information in forms, tables, and spreadsheets.
- Proficient with basic budget management and calculations.
- Knowledge in the use of computerized Human Resource Management Information Systems (HRMIS)
- Should have excellent interpersonal and communication skills; and

**HOW TO APPLY:**

Interested candidates should submit their applications accompanied by a detailed CV, copies of both academic and professional certificates and testimonials, names and addresses of three
reputable referees, contact details (e-mail, telephone) should be sent by registered mail, courier service or by email to:

The Secretary General  
East African Community  
P. o Box 1096  
Arusha - Tanzania.  
Fax No: +255 27 2504255/ +255 27 2050281  
E-mail: vacancies@eachq.org

All applications should be received not later than Friday 20 March 2015 at 17:00Hrs

EAC Secretariat shall only respond to shortlisted candidates.

EAC is an equal opportunity employer. Female candidates are encouraged to apply.