

Terms of Reference  
HR and Admin Officer

## Background

Legal Action Worldwide (LAW) is an NGO and network of human rights lawyers who provide creative legal assistance in 12 countries around the world. LAW works in Africa, South- East Asia and the Middle East and has offices in the UK and Switzerland. LAW's thematic areas of focus is gender justice, particularly the needs of women and children victims of sexual violence and abuse. LAW's approach is to empower national actors to drive the justice process, including victims and survivors.

LAW Sri Lanka provides legal capacity building and technical assistance to justice institutions, legal academic institutions and lawyers. We are looking for an experienced and enthusiastic team player to support our Sri Lanka office in office administration and human resources.

## POSITION DESCRIPTION

**Reports to:**

Head of LAW Sri Lanka

**Duration:**

6 months - possibility of renewal subject to funding

**Location:**

Colombo, Sri Lanka

**Hours:**

Full-time/ 40 hours a week

### Functions/ Key Deliverables:

#### Administration

- Ensure good organization and accountability for all office records (including files and documents except Finance files), materials and equipment.
- Provide support on the procurement process, getting three quotes from suppliers and consultants, prepare bid analysis for internal procurement committee review.
- Assist in the process of vendor selection and periodic reviews of service level agreements with various suppliers.
- Act as the contact person with office suppliers and ensure utility bills are updated, received and paid on time.
- In coordination with Finance Manager Maintain inventory of stationary and assets, and restocking schedules.
- Draft letters and other external communication to vendors where necessary/required.
- Responsible for organising general office hygiene – cleaning, periodic fumigation and garbage collection.
- Support the implementation of the organisations employee security and safety policies.
- Ensure that LAW policy and procedures are adhered to and respected by all.
- Initiative and recommendations to make improvements to increase accuracy, efficiency and cost reductions.
- Support the Finance and Administration Manager and Head of LAW Sri Lanka with preparation of relevant reporting documents to district secretariats, NGO secretariats and government departments.
- Ensure timely delivery of documents to government departments including reporting documents to relevant district secretariats, NGO Secretariat and visa applications.
- Assist international staff with visa applications.

#### Human Resource Management

- Manage the recruitment and selection process including; assisting in short listing, scheduling interviews, preparation of appropriate interview documents and liaising with candidates, participating on interview panels,
- Maintaining a recruitment tracking system and full documentation of recruitment processes.

- Provide orientation and on-boarding of new staff by preparing an orientation schedule, and a welcome package, scheduling meetings and ensuring the staff have appropriate work space.
- Administer HR policies and maintain HR documents, including maintenance of personnel files, leave records e.t.c to ensure they are complete and up to date for audit purposes.
- Draft contracts, both internal (staff, consultants) and external (service providers/ suppliers, other vendors), and maintain a proper follow up system that tracks contract expiry, dates of renewal and changes in contracts are adequately documented.

### **Logistics**

- To coordinate and schedule meetings and appointments for the Executive Director and HOD as required.
- Coordinate the logistics for roundtables, seminars and trainings.
- Schedule, record, compile and transcribe the minutes of meetings.
- Facilitate hotel bookings, transportation, logistics and other travel needs for staff.
- Manage all movements for staff travel, both local and international.

### **Fundraising**

- Managing and updating the fundraising matrix.
- Uploading funding documents on donor websites.

### **Minimum qualifications & experience:**

- Bachelor's Degree in Business Administration or Accounting.
- Three years' demonstrated experience in Administration (with financial/accounting skills desired), professional designation preferred.
- Experience with an International NGO preferred.
- Good knowledge of Microsoft Office (word, excel, powerpoint, outlook)
- Good working knowledge of English and local languages (verbal and in writing)
- To work independently, take initiative and can prioritize and organize tasks assigned.
- Ability to manage variable work loads, ensuring timely and accurate completion of assigned work. (to meet deadlines).

### **Desired skills and competencies:**

- High level of organization and sense of prioritization of tasks.
- Good communication and presentation skills (verbal and written).
- Flexible and proactive with ability to manage different demands (multi-tasking).
- Detail oriented with special attention to accuracy (attention to detail).
- Good understanding of general HR/Admin procedures and policies, statutory requirements, and good financial/accounting background.
- Understands the sensitivity and confidentiality of the HR function.

## **How to Apply**

If you are looking to make a difference and support us in empowering our survivors we would like to hear from you.

Please send an email with your CV and a statement of interest (neither exceeding 2 pages of A4) in English before 18<sup>th</sup> October 2020 to: [recruitment@legalactionworldwide.org](mailto:recruitment@legalactionworldwide.org).

The subject of the application should read 'HR and Admin Officer'

- Only shortlisted candidates who meet the criteria will be invited for interviews.
- LAW is an equal opportunity employer.