FOR IMMEDIATE HIRING

Human Resource Officer

Terms of Engagement: Fixed-Term, 1 year
Expected Date of Hiring: July, 2023

Job Summary
In coordination with the Administration and Finance Director, the Human Resource Officer shall provide support in the recruitment and onboarding process, compensation and benefits administration, employee relations, performance management, learning and development process, and in ensuring compliance with labor laws.

Responsibilities
1. Recruitment
   a. Coordinates the recruitment process through Job Posting, shortlisting of candidates, organizing interviews, character reference checking, job offers, contract signing, and onboarding.

2. Compensation and benefits administration
   a. Prepares bi-monthly payroll, in coordination with the finance and accounting team.
   b. Organizes payment for mandatory benefits through online portals.
   c. Coordinates the acquisition and renewal of health insurance for staff
   d. Reports new staff to SSS, Philhealth, Pag-Ibig, and provides assistance in mandatory benefits claims
   e. Monitors and records staff leaves and other benefits
   f. Prepares Certificate of Employment

3. Performance Management
   a. Provides support in the performance appraisal process implementation

4. HR Data Management
   a. Systematically organizes staff records and documents
5. Policy Development  
   a. Supports the development and enhancement of Human Resources policies and procedures

6. Employee Engagement  
   a. In coordination with the AFT Director and the Organizational Support Manager, organizes employee engagement events that helps strengthen staff motivation and increase retention rate.  
   b. Assists in facilitating the grievance process

7. Coordinates the separation process 
   a. From time to time, the HR Officer shall undertake other duties as reasonably required by the role.

Requirements  
Education and experience  
1. Bachelor's Degree in Human Resource Management, Psychology, Social Science, or related field.  
2. At least 1 year of experience in the field of human resources is preferred, although new graduates are welcome to apply

Skills/Abilities  
1. Knowledge in human resources management  
2. Knowledge in Philippine labor laws  
3. Attention to detail  
4. Proficient computer skills (Word, PowerPoint, Excel)  
5. Excellent written, verbal and organizational skills (including time management, handling multiple tasks, teamwork)

Application Process  
Interested applicants shall submit their letter of interest, and curriculum vitae not later than July 14, 2023, to jobs@icsc.ngo with the subject line “[code] application – [Surname]” (e.g., HR Officer Application - Rizal)

Due to the number of applications we expect to receive, please be advised that only the shortlisted candidates shall be contacted.