



## **JOB DESCRIPTION**

<b>Job Title</b>	HR Officer - Gaza
<b>Location</b>	Gaza
<b>Mission</b>	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation and displacement, in the Gaza Strip.
<b>Job Purpose</b>	To co-ordinate a major recruitment programme as MAP rapidly scales up its operations in oPt in response to the current major conflict. To be responsible for finding, attracting and hiring qualified and committed staff for MAP's programmes and projects in the region. To provide advice and support to hiring managers and employees on human resources and recruitment process and policies and ensure compliance with legal and contractual obligations. To carry out other HR duties as part of the central team, as required.
<b>Hours</b>	Full time 12 months FTC
<b>Salary</b>	ILS107,700
<b>Reporting to</b>	Deputy Director - Finance and Operations

This job description forms part of your contract of employment and can be amended from time to time with consultation as the needs of the organisation require.

## **DUTIES AND KEY RESPONSIBILITIES**

- Provide comprehensive HR support services which covers a range of activities relating to all aspects of the HR policies and recruitment processes.
- Maintain and update employee files and the Human Resource Information System (HRIS) ensuring all information is accurate.
- Track and collate human resource metrics and produce general HR reports
- Provide HR support in relation to employee engagement, wellbeing, policies and HR processes
- Maintain the HRIS and ensure that all performance management, absence, TOIL and sickness records are properly recorded.
- Provide comprehensive support to ensure that all HR and payroll forms are correctly issued and processed.
- Provide support to managers by delivering briefings, and guidance notes on key HR information.
- Support with HR projects and initiatives to evolve the HR Team across MAP.
- Oversee the onboarding process for new employees, ensuring a smooth transition into the organisation.
- Carry out general HR duties as part of the central HR team as required

## **PERSON SPECIFICATION**

### **Experience**

- Recent experience in human resources, recruitment, sourcing, and interviewing candidates, preferably for humanitarian or development organisations.
- Good interpersonal, communication and networking skills and the ability to work successfully with multiple external and internal partners;
- Good knowledge of local employment and labour laws
- Good written and verbal communication skills in English, essential and Arabic, desirable;
- Good IT skills, particularly in Word, Excel and PowerPoint
- Organised self-starter, able to work alone or as part of a team.
- Ability to collaborate cross-functionally and communicate effectively with diverse stakeholders.
- A proactive and detail-oriented approach to reporting, ensuring accuracy and relevance.
- Knowledge of the context and challenges of living and working in the OPT, and the ability to adapt to changing and complex situations.
- Excellent communication, interpersonal, and negotiation skills, and the ability to work with diverse and multicultural teams.

## **Education/Training**

- A bachelor's degree in human resources, business administration, or a related field
- Understanding of humanitarian and international development
- Recent generalist HR knowledge and experience

## **Personal attributes and other requirements**

- Commitment to a zero-tolerance policy on sexual exploitation & abuse/safeguarding.
- Commitment to anti-discriminatory practice and equal opportunities.
- Commitment to upholding the rights of people facing disadvantage and discrimination.
- An ability to apply awareness of diversity issues to all areas of work;
- Commitment to the values and ethos of MAP;
- Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends.
- Attention to detail, organisational and problem-solving skills and the ability to work independently and under pressure.
- Ensuring a positive candidate experience.
- A commitment to MAP's vision, mission and values and a passion for improving the health and dignity of Palestinians.