

Job Description

Job Title: Human Resources Manager

Location: Port au Prince, Haiti

Supervisor: Country Director

Department: Human Resources

Employee: Vacant

I. CHRISTIAN PURPOSE AND EXPECTATIONS

All employees will proclaim the Gospel of Jesus Christ in word and deed through their employment and witness for Christ in the community to further Samaritan's Purse mission. All employees are called, accountable, and responsible to live out a Christian witness in the workplace and community for the glory of the Lord, the Christian reputation of the ministry, and to further the eternal Kingdom mission.

II. JOB PURPOSE/SUMMARY

The Human Resources Manager is overall responsible to oversee HR practices, processes, strategies and the execution and supervision of the daily functions of the Human Resources department for the country office.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Understand Haitian labor laws, applicable fiscal laws and presidential decrees affecting our human resources policies and procedures.
- Ensure compliance with human resources policies, labor laws and transform all policies into executable plans and departmental procedures.
- Collaborate with the Finance Department regarding the preparation of national employees' bimonthly payroll and ensure the monthly payments of OFATMA and ONA.
- Learn and become familiar with the SERENIC system and also necessary documentation for governmental agencies including ONA, DGI, OFATMA, DCPJ, and immigration.
- Oversee recruitment, selection, onboarding and orientation coordination process for new employee.
- Ensure a complete personnel file is established up to date for each employee and maintain confidentiality of payroll and personnel information contained in employee records.
- Ensure and maintain compliance with all HR processes and procedures related to the administration of employee benefits.
- Promote a positive work culture and employee engagement. Maintain and update employee records in compliance with legal and regulatory requirements
- Establish and maintain staffing contracts and all other contractual agreements.
- Coordinate with all departments to establish a list of government legal documents, storage location of these documents and renewal dates as applicable and update the list of all contracts/agreements.
- Monitor various aspects of an employee's performance, such as attendance and leave and ensure appropriate documentation is in place (annual, sick and special leave)

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- Ensure accuracy of approved timesheets, track and deduct all special payroll deductions, communicating payroll/timekeeping procedure, issues and deadlines to all Programs responsible for timekeeping.
- Provide mediation and conflict resolution services where needed and/or requested by national staff.
- Handle any disciplinary processes and formal grievances.
- Manage and train the HR team. Support career development and growth opportunities within the organization.
- Ensure letters, emails and other correspondence are prepared with excellent grammar and proper format.
- Ensure timely completion of Performance Evaluations for national staff and advise management on employee performance issues.
- Provide translation services where needed and/or requested in regard to HR related matters by expat staff.
- Assist the team in leading Devotion weekly.
- Ensure monthly meetings on Safeguarding for the staff.
- Serve as Learning Advocate for the staff on POD/ EQUIP
- Other duties as assigned by the Country Director.

IV. SUPERVISORY RESPONSIBILITIES

- Directly supervises the Human Resources Officer and ensure the housekeepers maintain our offices, compound and apartments clean and pleasant at all times.

V. UNDERSTAND SAMARITAN'S PURSE DISTINCT OBJECTIVES

- **Proclaim the Gospel** - Exalt Christ and share the Gospel while working in His Name around the world.
- **Serve with Excellence** - Exceed the world's standard while serving the purposes of God's kingdom.
- **Respond with Compassionate Action** - Expedite our response to needs as the Lord reveals opportunities to minister.
- **Demonstrate Biblical Integrity** - Exhibit character and integrity personally, at home and work.
- **Walk in Bold Faith** - Expect God to do the impossible.

VI. COMPETENCIES

- Excellent communication skills, including the ability to listen and effectively verbalize ideas
- Strong written, verbal and presentation skills
- Strong leadership skills to guide an HR team and support and motivate staff
- A solid understanding of the key principles of employment law
- Knowledge of the relevant computer systems and software programs including SERENIC
- Solid ethics, morals and sound judgement
- Ability to explain Human Resources matters to stakeholders in the organization
- Analytical skills to assist country leadership in making decisions

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VII. KNOWLEDGE, SKILLS AND ABILITIES

- Strong management and administration background and desire for continuous learning.
- Ability to meet deadlines and flexibility to work outside normal working hours
- Strong and genuine commitment to Samaritan's Purse objectives, values and ethical standards.
- Ability to perceive an optimistic side in every personnel situation and present your work organization in a positive and Godly perspective with peers and others.
- Ability to communicate with stakeholders from different levels of the organization.
- Proven organizational skills and ability to effectively manage multiple tasks while maintaining quality, team spirit and positive working relationships with colleagues.
- Ability to work closely with leadership teams, employees, and other departments to ensure HR strategies align with organizational goals.
- A servant heart with a strong commitment to Christ, and desire to share Him with others.
- Detail oriented with proven administrative experience and knowledge.
- Must be culturally sensitive and respectful of church and community leaders from all denominations.
- Working knowledge of Microsoft Office
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- English and French languages proficiency is required; Creole language skills, necessary.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- The ability to remain calm in stressful situations including during disciplinary hearings or staff conflicts

VIII. EDUCATION AND EXPERIENCE

Law Degree preferred. Bachelor's degree in Human Resources Management, Business Administration, Public Administration, Sociology and related field with a minimum of three years of related experience.

IX. PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of that job. Reasonable accommodations can be made to enable people with disabilities to perform essential functions. In performing the duties of this job, the employee is regularly required to sit down. The employee often has to get up; use the hands to touch, reach with hands and arms; climb or balance and bend over.

X. WORKING ENVIRONMENT

- The characteristics of the work environment described here are representative of those that an employee encounters in the performance of the essential functions of this job. Reasonable accommodations can be made to enable people with disabilities to perform essential functions.
- The noise level in the working environment is generally moderate but may be exposed to loud noises around major roads

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- May travel within the country exposed to communicable diseases, hot and humid weather conditions.
- Work in a fluid security environment.

DISCLAIMER CLAUSE: This job description is not an exhaustive list of skills, effort, duties and responsibilities of the position. **Note:** This job description is an addendum to the employment contract. It is intended as a guide and should not be viewed as an exhaustive list of duties and responsibilities. It may also be reviewed from time to time in the light of changes in strategic developments and following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievement of the responsibilities above in accordance with the performance review process.

Date of issue: 22 Avril 2025

Interested candidates should send their letter of application, CV, diploma and certificate by e-mail to: SPHaitiRecruitment@samaritan.org. The deadline for applications is June 1st, 2025. **Please note that only shortlisted candidates will be contacted.** Interviews will take place on an ongoing basis and the vacancy will be closed once filled.

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