



ONE ASEAN ONE RESPONSE

TERMS OF REFERENCE

Position : **Human Resources Assistant (Temporary Staff)**
Reporting to : Human Resources/Administration Officer of the AHA Centre
Duration : 3 months after the contract is signed

A. Background

The ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) is an inter-governmental organisation, which aims to facilitate cooperation and coordination among ASEAN Member States and with the United Nations and international organisations for disaster management and emergency response in the ASEAN region. The Centre was established by 10 ASEAN Member States, namely Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam on 17 November 2011, through the signing of the Agreement on the Establishment of the AHA Centre in Bali, Indonesia. The Agreement was signed by ASEAN Foreign Ministers, witnessed by the ASEAN Heads of State/Government.

In view of the current workload and anticipating the increasing number of staff and consultants to be recruited by the AHA Centre in the near future, the organisation needs additional resource to support the Human Resources functions, specifically in handling a variety of personnel-related administrative duties.

B. Tasks

The tasks of the Human Resources Assistant are as follows:

- Providing support on the day-to-day HR activities, in coordination with and under the supervision of the Human Resources/Administration Officer;
- Process documentation and maintain HR files, paperwork, databases and records relating to personnel activities (recruitment, training, leave monitoring, performance evaluations, etc);
- Providing support in the recruitment/hiring processes that may includes posting job openings, organising resumes and job applications, scheduling job interviews and assisting in interview processes as well as contacting references;
- In coordination with other concerned staff, process the recruitment of consultant(s) as part of the procurement process;
- Other tasks as assigned by the direct supervisor.

C. Required Educational Background and Work Experience

- Minimum Bachelor's degree in Business Administration, Human Resources Management, Secretarial and Office Administration, Management or relevant disciplines;
- At least three (3) years of work experience with exposure to relevant human resources/administrative position(s) in a government, international organisation and/or private sector;
- Good English language skills (both written and verbal).

D. Competencies:

Competencies that are essential for the position include:

- **Planning and organising:** Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outcomes, and communicate the results clearly both orally and in writing;
- **Thoroughness:** Ability to demonstrate attention to detail and accuracy, and take responsibility for timely completion;
- **Communications and interpersonal skills:** Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy;
- **Teamwork:** Ability to build trust and respect among fellow team members and contribute to the resolution of workplace conflict;
- **Ability to work in a multi-cultural setting and under pressure:** Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure;
- **Organisational awareness:** Ability to align thinking and actions to organisational values;
- **Flexibility and adaptability:** Ability to respond positively to change and new organisational practices, structures, procedures and technology; and
- **Personal credibility:** Has high regards for self-discipline, good attendance record, respect punctuality and set example to others, show consistency in words and actions, has high integrity and is conscientious;

E. Duration

The length of the assignment will be for three (3) months, with a possibility of extension.
