



# JOB ANNOUNCEMENT

## Operations and HR Administrator

### GENERAL RESPONSIBILITY

Manage the overall operations in Mindoro office and enhance the organization's human resource management.

### CHARACTERISTICS of the JOB:

Manage the overall operations in Mindoro office and enhance the organization's human resource management.

#### Administration:

- Human Resources Administrator
- Manages processes for the entire employment life cycle of the organization
- Responsible in updating the employee master list and employee 201 files
- Ensures Performance Management Tools and Resources
- Prepares the Workforce succession plans for anticipated promotions and vacancies
- Manages staff development and training
- Monitors and supervises finance and administration employees
- Oversees benefit programs
- Acts as volunteer coordinator by designing volunteer placement programs and screening of applicants

#### Accounting and Finance:

- Signatory to all bank accounts of the organization
- Approves all vouchers, invoices and checks, in the absence of the Executive Director
- Reviews all vouchers and invoices for checks requiring signature
- Reviews all reimbursements
- Checks the Petty Cash and other Cash Funds; conducts unscheduled cash count
- Preparation and submission of Mindoro monthly budget to Finance Officer
- Provides information and instructions for billing to bookkeeper (in coordination with Finance Officer)
- Sends out acknowledgement of remittances/grants that enter Mindoro bank accounts

#### Operations:

- Reviews and approves weekly Plan of Activities of Mindoro Operations
- Supervision of 2 full-time cooks and additional hired help when needed
- Responsible for managing inventory control and food waste
- Assists with menu planning, ensuring a variety of nutritious meals and snacks
- Assists staff to ensure the kitchen meets standards of cleanliness
- Responsible for upkeep of materials, supplies, and equipment

#### Communication:

- Responsible for internal and external communications for the organization
- General correspondence with individuals and organizations
- Represents the organization in network meetings and consultations
- Participates in Staff Meetings when required
- Actively promotes a positive and personal /professional profile of the organization within the local community, ensuring the good reputation of the Foundation.
- Accomplishes /Consolidates/ Documents Project reports



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera  
contact: +63 917 8431922, admin@stairway.ngo



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### VALUED QUALIFICATIONS

- Graduate of 4-year bachelor's degree in management, psychology, communication, social work or related field of study
- A post graduate degree in human resources development or related field of study is a plus
- Must have supervisory experience in management
- Must know how to use computer, at least basic MS Office and internet communication
- Background on child protection/NGO experience is desirable but not required
- Experience in a cross-cultural setting is an advantage
- Able to supervise oneself and deliver outputs without direct supervision

### COMPETENCIES:

- Is detail oriented and organized
- Is self-motivated, responsible, honest, trustworthy and a team-player
- Has good interpersonal and communication skills
- Can prioritize tasks and time
- Is motivated for quality and system improvements

Stairway Foundation maintains a child protection policy, of which, all successful candidates must abide by.

Salary and benefits will depend on the successful candidate's qualifications and experience.

### APPLICATION:

You may send your letter of intent and resume through:

[stairway@stairway.ngo](mailto:stairway@stairway.ngo) and [admin@stairway.ngo](mailto:admin@stairway.ngo)

Please address the letter to: Mr. Lars C. Jorgensen, Executive Director

**Deadline for submission is on April 13 - 2020,  
but applications will be handled as they come in.**



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