# VACANCY

**Position:** HR/Admin Manager

**Job Location:** Akcakale

**Reporting to:** Assistant Country Director Systems

**Closing date:** October 20, 2013

**Working area:** Sanliurfa province

**Responsibilities and Tasks**

General objective of the position:

***Under the line management of the Assistant Country Director Systems, the HR/Admin Manager is responsible for the human resource administration and general administration in relation to legal development of HR and administrative policies and procedures.***

Tasks and responsibilities:

* ***Implement and maintain Human Resource administration e.g. contracts.***
* ***Assist in recruitment***
* ***Administrative follow up of expatriate human resources***
* ***Liaise with legal advisors and local and national administration on HR issues***
* ***Assist the organisation with complaince to Turkish labour law and associations law and regulations***

**Requirements**

* Turkish and English mandatory, Arabic an asset
* MS Office Professional
* Experience in advising and supporting management on Human Resource Management (HRM) subjects, and preferably experience in development of HRM instruments.
* Experience and affinity with HRM administration.
* Excellent communication skills i.e. advisory/instruction skills, network skills, team building skills
* Familiarity with labour law, social security system and associations law and regulations

**EDUCATIONAL BACKGROUND:**

* A higher vocational education in HRM, International relations, Public Relations or higher vocational education in general, supplemented with courses in HRM.

**CONTRACT CONDITIONS**

Period of employment: 9 Months + possibility of extension

Starting date: ASAP

The salary will be defined regarding the Concern salary scale.

Concern Worldwide is an international humanitarian organisation

The Concern office is registered in Turkey under IE-63-001-91

**Interested candidates may please send their resume with cover letter, with the reference:**

TR/HR/ADMIN 2013

**Last date for application is** 20/10/2013

**Please address all applications to:**

***[Address]***

**Or Email to :** concern.recruitment.ns@gmail.com