**Annex 1 – Scope of Work (SOW)**
**Human Resources Specialist**
**Global Health Supply Chain- Procurement Supply Management Ethiopia**

## Background

The purpose of the Global Health Supply Chain– Procurement and Supply Management (GHSC-PSM) Program is to ensure uninterrupted supplies of health commodities in support of United States Government (USG)-funded public health initiatives around the world. The project provides direct procurement and supply chain management support to the President's Emergency Plan for AIDS Relief (PEPFAR), and Population and Reproductive Health. In supporting USG-funded global health activities, GHSC-PSM will develop and manage a wide array of services for health commodity procurement and related systems strengthening technical assistance encompassing different elements of a comprehensive supply chain.

At the country level, GHSC-PSM supports country strategies and priorities that fall under the following three project objectives:

- Global Commodity Procurement and Logistics
- Systems Strengthening Technical Assistance
- Global Collaboration to Improve Long-Term Availability of Health Commodities

## Purpose

The Human Resource Specialist is responsible for coordinating and providing support for all Human Resources related functions. This includes but is not limited to assisting with recruitment, onboarding employees, files/records maintenance, communications and training and special projects.

## Principal Duties and Responsibilities

As Human Resources Specialist for the GHSC-PSM Ethiopia Program, the employee is responsible for the following principle duties and responsibilities:

- Review and post job vacancy announcements
- Coordinate and schedule interviews
- Collect interview feedback
- Perform employment verification including salary history, education, and reference checks
- Responsible for orientation scheduling and presentations
- Create and maintain personnel files and recruitment files, both physical and electronic
- Generate new hire letters and verification of employment letters for approval
- Assist with drafting communications
- Prepare regular reports on recruitment, turnover, promotion, transfer, demotion, and termination of project employees.

- Assist in compiling Annual Performance Review reports
- Ensure all processes are compliant with Chemonics' manual, local labor laws, and USAID regulations
- Maintain and adhere to human resource standards and operating procedures
- Provide orientations for new staff including information on benefits and program policies and procedures in HR Manager's absence or as necessary
- Assist with the interpretation and application of policies and procedures; recommends and implement appropriate changes
- Serve as point of contact for employee relations and escalate issues as appropriate
- Perform additional tasks as required by the Human Resources Manager and project leadership.

**Level of Effort and Location of Assignment**

This long-term position is based in Addis Ababa, Ethiopia with intermittent travel throughout the program's target regions as needed.

**Job Qualifications**

- University degree in management or related field from recognized institution.
- Minimum of 5 years of relevant work experience in human resources function; experience working in a USAID-funded program, in international NGOs preferred,
- Honest, reliable, hard-working, and professional demeanor
- Ability to communicate effectively in a cross-cultural environment
- Excellent interpersonal skills; demonstrated ability to interact professionally with a culturally diverse staff, clients and consultants.
- Ability to work independently, take initiative and ability to meet deadlines with attention to detail and quality.
- Strong communication English skills (oral and written)
- Demonstrated intermediate computer skills in Microsoft Office Suite applications.

**Supervision**

The Human Resources Specialist will report directly to the Human Resources Manager or his/her designee.