



## Terms of Reference (TOR)

<b>Position Title:</b>	Administrative Support Officer/Human Resources
<b>Organization:</b>	Centre for Environment and Development for the Arab Region and Europe (CEDARE)
<b>Period of Performance:</b>	Extendable 3 months
<b>Supervisor:</b>	Human Resources Consultant- Acting as HR manager
<b>Contract Type:</b>	Consultancy - Lump sum

### 1. Background

CEDARE is an intergovernmental organization working on environmental governance, sustainable development, and regional cooperation across the Arab region and Europe.

To strengthen its internal human resources operations, CEDARE is seeking an Administrative Support Officer/Human Resources to support the day-to-day implementation of HR functions. The role focuses on ensuring efficient HR administration, recruitment processes, employee records management, and compliance with internal HR policies and procedures.

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### 2. Purpose of the Position

The Administrative Support Officer/Human Resources will support the HR Manager in the operational execution of HR functions, ensuring smooth implementation of HR processes across recruitment, onboarding, employee records, and HR documentation. The role is execution-focused and ensures that HR services are delivered efficiently, accurately, and in compliance with CEDARE policies and procedures.

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### 3. Duties and Responsibilities

#### A. Recruitment and Staffing Support

1. Implement end-to-end recruitment processes in coordination with the HR Manager.
2. Assist concerned department in preparing job advertisements and post vacancies across relevant platforms.
3. Screen CVs and prepare shortlists based on agreed criteria.
4. Coordinate interview schedules and communication with candidates and panels.



5. Participate in interviews as needed and prepare interview documentation.
  6. Conduct reference checks and support verification of candidate documents.
  7. Support preparation of offer letters and contract documentation.
  8. Maintain and update recruitment tracking sheets and candidate database.
  9. Support onboarding and orientation of new staff and consultants.
  10. Ensure proper documentation of all recruitment processes in accordance with established HR policies and practices.
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## **B. Employee Records and HR Administration**

1. Maintain and regularly update employee files (physical and digital).
  2. Ensure accuracy and completeness of HR documentation and personnel records.
  3. Upload and organize HR documents in the HR filing system.
  4. Track contract expiry dates and support renewal reminders and documentation.
  5. Ensure proper documentation compliance with the Personnel Policy Manual (PPM).
  6. Ensure proper and timely documentation and filing of performance appraisal records for all employees.
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## **C. HR Operations and Staff Support**

1. Respond to routine staff inquiries regarding HR policies and procedures.
  2. Provide administrative support for HR processes including leave tracking and attendance records (uploading requests to HR system).
  3. Support issuance of HR letters (employment confirmation, experience letters, etc.).
  4. Assist in resolving basic HR-related operational issues in coordination with the HR Manager.
  5. Calculating overtime and attendance for supporting services staff member and insuring timely sufficient submission to finance for payroll processing
  6. Monitor employee benefits and ensure timely renewal of life and medical insurance coverage for regular staff members.
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## **D. HR Reporting and Data Management**

1. Prepare basic HR reports on recruitment status, staff movements, and HR activities.
2. Maintain updated HR dashboards or tracking sheets as required.
3. Support HR audits by ensuring documentation readiness and accuracy.
4. Generate periodic summaries of HR activities for management review.

## **E. HR Process Implementation Support**



1. Support implementation of HR policies and procedures as instructed by HR Manager.
  2. Assist in communicating HR updates and procedural changes to staff.
  3. Ensure HR processes are followed consistently across departments.
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## **F. General Administrative Support**

1. Provide general administrative support to the HR Manager.
  2. Perform other HR-related tasks as assigned within the scope of the role.
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## **4. Key Deliverables**

1. Fully updated and accurate employee records and HR database.
  2. Timely completion of recruitment cycles and onboarding processes.
  3. Accurate HR tracking reports (recruitment, contracts, employee data).
  4. Accurate HR tracking of employees leaves requests, timesheets and attendance report.
  5. Oversee and effectively calculation of supporting services employees' overtime and payroll.
  6. Properly maintained HR filing system compliant with audit requirements.
  7. Efficient day-to-day HR operational support to HR Manager and departments.
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## **5. Qualifications and Competencies**

### **Education and Experience**

- Bachelor's degree in Human Resources, Business Administration, or related field.
- HR advanced Diploma or Certification will be an added value
- 3–5 years of relevant experience in HR operations, recruitment, or personnel administration.
- At Least 2 years of Experience in NGOs or international organizations is an asset.

### **Skills and Competencies**



- Strong organizational and administrative skills.
  - Good understanding of recruitment and HR operational processes.
  - Attention to detail and accuracy in documentation.
  - Strong interpersonal and communication skills.
  - Ability to manage multiple tasks and meet deadlines.
  - Proficiency in Microsoft Office and HR systems/databases.
  - Ability to work under supervision and follow structured HR procedures.
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## Language Requirements

- Fluency in Arabic (required).
  - Good command of written and spoken English.
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## 6. Reporting Line

The Administrative Support Officer/Human Resources /Consultant will report directly to the HR Consultant/acting as HR manager and will work closely with internal departments to ensure effective implementation of HR operational processes.

## 7. How to Apply

Interested candidates are invited to submit the required application documents by email to:

[hrcedare@gmail.com](mailto:hrcedare@gmail.com)

Please use the following subject line:

**Application for Administrative Support Officer/Human Resources – CEDARE**

### Application Deadline



**Monday, 29 June 2026**



**5:00 PM (Cairo Local Time)**