

Human Resources and Administrative Associate

Position Summary: Human Resources in Teach for the Philippines is of critical importance and covers a broad range of significant responsibilities. While pieces of the role are administrative in nature, other – larger pieces – are about human development and helping the organization leverage and keep connected, the powerful network of Teach for the Philippines. The ultimate purpose being the creation of a wholly aligned and integrated human resources network that is thriving and committed to our Vision and Mission for the country - in short, the nation building movement that we all work towards. The Human Resources (HR) Associate role in Teach for the Philippines covers a broad range of administrative responsibilities and offers a proactive young professional an impressive breadth of experience in all functions of HR.

- **Why is this role important?** Apart from actively drawing the parameters around which all Teach for the Philippines employees discipline themselves, the most important job of Human Resources is to ensure that all Human Resource and Admin processes are running smoothly and delivering on deadline. This is also a client-facing role, with the Participants and Staff as your clients. All their questions must be addressed in a timely and thorough manner, always. This role also provides full administrative support to all the services provided by the organization as is required for the effective and efficient operations.
- **How does the job fit within the organization? What position does this job report to?** Internally, the proactive and resourceful Human Resources team makes up the backbone of Teach for the Philippines' teams in headquarters. This role reports to the HR Director and has some accountability to the HR Manager and Finance Director.
- **What is the span of control of the role?** There is a certain expectation of trust, confidentiality, accountability and responsibility that comes with any role in Teach for the Philippines. Most Associates are granted with a wide latitude in doing what needs to be done to deliver excellent results. Especially because this is a culture-setting role, he or she must be an excellent Ambassador for the organization at all times.
- **What are the main challenges facing this role?** The principal challenges – as they typically are with any role relating to human development and interactions - are organization, alignment, and communication. This individual needs to be able to keep himself/herself meticulously organized and must have very strong communication skills (upwards, downwards, and laterally.) This individual must be fluent in both English and Filipino.

RESPONSIBILITIES	QUALIFICATIONS
<p><u>Staffing:</u></p> <ul style="list-style-type: none"> ● Attract the best talent for the organization. ● Support the HR Manager in managing and updating the online Job Description Database <ul style="list-style-type: none"> ○ Ensure that the website always reflects the most complete version of the Job Description ● Maintain and update the Human Resources Trackers <ul style="list-style-type: none"> ○ Keep track of various HR processes: probationary periods, PAEs, DTRs ○ Keep track of staffing and intern pipelines ○ Keep track of e201 files and ensure that filing matches documents listed in tracker ● Assist the HR Manager and HR Director in maintaining and updating the unique and confidential selection procedures of Teach for the Philippines. <ul style="list-style-type: none"> ○ Pro-actively innovate and execute methods for enhancing recruitment and staffing, making both more efficient and specific 	<p><u>Role Requirements</u></p> <ul style="list-style-type: none"> ● Filipino citizenship or an Alien Employment Permit authorizing a foreign national to work in the Philippines. ● Bachelor's degree required ● At least 1-2 years working experience in Human Resources and Office Administration required. ● Ability to work autonomously. ● Ability to communicate (in writing and in speech) in both English and Filipino <p><u>Skill Competencies</u></p>

- Maintain existing tool-kits to support the selection of staff (interview guides, project plan exercises, etc) and where applicable, create better ones.
- Organize schedules for interviews
- Follow up feedback from Managers and Directors
- Participate in the interviewing and hiring of staff.
- Facilitate the scheduling of various HR touchpoints, e.g., new hire onboarding, “Kamustahan” sessions, Focus Group Discussions, etc.

Workplace Policies and Staff Retention

- From Time to Time, maybe required to work cross functionally in support of Admissions, Government Relations or Marketing and Events
- Assist in the employee retention and staff satisfaction

Office Administration and Procurement

- Respond to supplies/materials requests from other teams
- Prepare Purchase Orders (PO) for office supplies
- Maintain a well-organized electronic and paper filing system and ensure that records and documents are properly maintained and updated in accordance with MOPs.
- Secure TFP's Business Permits
- Manage the Records Management System in close coordination with all staff as well as the centralized filing system.
- Oversee the inventory of warehouse materials and manage the Warehouse inventory system through the implementation of regular on site audits.
- Ensure the safety and security of the staff at all times. This includes the training of staff on the use of electrical equipment, the provision of safety equipment, the processing of access cards, and the training of staff in basic disaster preparedness methods etc.
- Prepare and maintain the directory / database of suppliers
- Update the inventory and ensure that all office equipment, communication equipment, and other assets are properly accounted for and maintained by the staff.
- Work closely with the function heads to ensure the timely and accurate procurement of all program materials.
- Gather and compare bids and quotations from suppliers for procurement requirements for program materials and office equipment and supplies with the approval of the Executive Team

- Outstanding interpersonal and communication skills – communicating up, down, laterally, and externally.
- Excellent attention to detail.
- Excellent organizational skills.
- Ability and desire to work effectively in a fast-paced, deadline driven environment
- Ability to juggle multiple tasks at once.
- Strong technological skills (including knowledge of Microsoft Office and Google Docs) are preferred.
- Administrative support experience is preferred.

Character Competencies

- Deep commitment and excellent Ambassador of Teach for the Philippines' Core Values.
- Ability to work well with multiple stakeholders – international and local.
- Professional demeanor.
- Flexible.
- Humble.
- Resourceful and able to be proactive/use initiative - A doer, not just a thinker.

- Perform quarterly review of all suppliers' rates and procurement needs and prepare the recommendations to Finance
- Ensure proper turnover of assets, accountabilities, and files by all resigning employees.
- Ensure that all incoming mail and deliveries are appropriately distributed, and delivered to the staff and that outgoing mail is dispatched in a timely manner.
- Assist in overseeing the company's messenger/driver, janitorial and delivery services.
- In charge of the request for payment, liquidation of petty cash, and release of checks for office administration needs.

Regulatory Issues, Sustainability, and General Responsibilities

- Serve as primary liaison of the HR Director/Chief of Staff to ensure the accurate transfer of data and proper documentation for all employee actions (especially for Participant and staff payroll).
- Participate in the review of all hiring and performance management practices to ensure adherence to appropriate employment (labor) laws.
- Create and maintain databases to meet office needs - including, but not limited to, the Human Resources Tracker, Daily Time Records Trackers, Loans and Authority to Deduct Trackers, and e201s. Ensure their accuracy
- In charge of TFP's accounts with Social Security System (SSS), PhilHealth, and Pagibig
- Safekeep contractual agreements with external vendors and suppliers, and establishing general office procedures.
- Aid in the organization of Staff and Participant programming events such as creating and sending organization-wide mailings.
- Manuals of Operating Procedures.
 - Maintain the scheduling and oversee edits to HR related process documents (HR Master Operating Procedures / MOPs) of Teach for the Philippines.