

JOB VACANCY

Position Title: Office Assistant

Duty Station: Monrovia

Reports To: Human Resource Manager

Duration: July 1, 2025 – December 31, 2025

Mission Statement

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ.

Job Summary

The Office Assistant will work closely with the Human Resource Manager to assist in the coordination of the Country Director's office and HR delegated duties for Samaritan's Purse-Liberia. The Office Assistant will specifically deal with and respond to the Country Director's office and HR issues on both expatriate and national staff; Perform a variety of tasks related to employee record-keeping within organizations; handle sensitive employee and company information, which requires a high level of professionalism and confidentiality.

Main Duties /Responsibilities:

- Recruitment and selection of staff (i.e. advertisement in publications and the institution's bulletin board, coordinating interview dates, times, and locations)
- Monitor, manage and track staff leave (i.e., sick, holiday vacation, bereavement, unpaid, etc.);
- Organize and deliver induction training for new staff, ensuring all necessary information and forms are filled out by new employees
- Submit Bi-annual reports to the Bureau of Immigration and Naturalization on time
- Follow up with NASSCORP regarding staff registration and ID cards, retirement and death benefits payments, and staff contribution payments.
- Ensure that staff ID cards are processed and given to staff on time
- Liaise with the Ministry of Labor concerning Expatriate work permit
- Liaise with National Identification Registry (NIR) for Expatriate - Foreign id card
- Assist in annual compliance training
- In conjunction with the HR Manager, provide relevant HR information, advice, and guidance to staff as necessary and interpret policy and procedures for staff



- Monitor up-date and manage staff and Samaritan's Purse Liberia records (i.e., scanning, filing (physically and electronically), archiving, etc.) and provide accurate HR information for management decision-making whenever required;
- Assist in managing employee exit processes (i.e., Completion of service checklist, Waiver Release and Quit Claims, clearance, handover, final compensation, etc.) and ensure that the exit process is compliant with Liberia Decent Work Act and SP policies;
- Perform general office duties such as ordering supplies, maintaining records, and management database systems;
- Provide support to the team, including scheduling meetings, phone calls, travel arrangements, event coordination, and printing and distributing of study or policy materials.
- General administrative duties including drafting communications, managing mailings, customer service, preparing reports, and maintaining appropriate filing systems.
- With a generous and serving spirit perform all other tasks and responsibilities assigned by your supervisor for the benefit of Samaritan's Purse.

To perform this job successfully, an individual must be willing to abide by Samaritan's Purse's code of conduct and understand the principles of Samaritan's Purse's statement of faith. They must also be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Qualifications:

- Agreeing to SP's Mission, statement of faith, vision, and policies
- Education, preferably a certificate or degree in Administration and Management
- Minimum of two years' experience in administration and management
- Proficiency in Office Suite is required.

Key Skills:

- Strong organizational and time management skills
- Attention to detail and accuracy
- Excellent Communication skills both written and verbal
- Ability to treat matters in confidence and exercise discretion
- Strong and good interpersonal relationship
- Organized, and disciplined oriented
- Strong computer skills, including proficiency in MS Office Suite
- Customer service skills and the ability to work collaboratively with others and remain calm under pressure
- Ability to handle multi-task and manage finances



Soft skill:

- Servant's heart that seeks to complement and coordinate different projects and staff
- Considerate, hardworking and willing to go the extra mile
- Spiritual maturity

How to apply: Interested applicants should send CVs and cover letter to Samaritan's Purse Office ELWA Compound, Monrovia: HR Manager alternatively, by email to:

SPLiberiaHR@samaritan.org Deadline for submission of all applications is Friday, June 20, 2025 at 4:00pm. **Only short-listed applicants will be contacted.**