CEDARE

Annex (A)

TERMS OF REFERENCE

Organization:	Centre for Environment and Development for the Arab Region and Europe (CEDARE)
Title:	Regional Administrative Officer
Type:	Consultancy role
Period of Performance:	2 Months, Extendable
Location:	Cairo, Egypt
Reporting to:	International Human Resources Consultant

1. Background

CEDARE is strengthening the efficiency of its human resources management and the organization of employee affairs. A review of current operational needs identified the importance of establishing and maintaining complete personnel files, ensuring that employee documents and data are organized and up to date, and supporting the consistent implementation of personnel procedures.

The Senior Personnel Specialist will provide dedicated support to these functions, helping ensure that personnel records and employment processes are handled accurately, systematically, and in a timely manner.

2. Objectives

To support CEDARE's HR and Personnel Affairs function by maintaining complete and accurate employee records and coordinating personnel administration and recruitment-related procedures throughout the employee lifecycle.

3. Deliverables

- Complete and systematically organized personnel files for employees, with missing documents being identified and followed up.

- Updated employee database and personnel records, including relevant employment and contract information.

- Accurate attendance, leave, overtime and other personnel transaction records, as assigned.

- Periodic personnel status updates and reports highlighting outstanding documentation, upcoming contract renewals, and pending actions.

- Completed and properly archived hiring, onboarding, resignation, and contract-renewal documentation.

4. Qualifications

- Bachelor’s degree in human resources, Business Administration, Commerce, or a related field; relevant practical experience may also be considered.
- Practical experience in personnel administration, HR operations, recruitment support, payroll coordination, or employee records management.

- Knowledge of hiring and resignation procedures, employment documentation, contract administration, and social insurance or labor-office procedures is an advantage.
- Experience using HR information systems and maintaining structured electronic and hard-copy records.
- Good working knowledge of Microsoft Office, particularly Word and Excel.
- Strong organizational skills, accuracy, attention to detail, follow-up, and time management.
- Ability to handle confidential employee information with discretion and professionalism.
-Good communication and coordination skills and the ability to work effectively with employees and colleagues across departments.