

Position Title: Human Resources Assistant/Travel	Employment Regime: Local Contracted	Category: Grade III
Ref. Number HRL03	Location: Ramat Gan	
Department/Unit: Human Resources Office	Availability: ASAP	Reporting line: International Head of Human Resources

MAIN DUTIES AND RESPONSIBILITIES

The Human Resources Assistant supports the administration and coordination of the Mission's travel and human resources activities, providing timely, accurate and confidential administrative support. The position coordinates official duty and entitlement travel arrangements, maintains travel and HR records and systems, provides guidance to staff on applicable travel procedures and entitlements, and supports the Human Resources Office with related administrative and operational activities.

1. Travel Administration and Staff Support

- To coordinate and administer official travel arrangements for Mission staff, including duty travel and entitlement travel, such as applicable home travel for international staff, in accordance with applicable Mission procedures and instructions;
- To arrange transportation and accommodation and provide information on the most direct and economical travel options, including planning routes and itineraries;
- To liaise with travel agencies, hotels and other service providers regarding travel arrangements, bookings and related matters, and to coordinate with relevant internal functions as required;
- To support the development, update and maintenance of travel-related guidelines, processes and Standard Operating Procedures (SOPs), in accordance with applicable Mission rules and requirements, and to support their consistent application;
- To provide staff members with information and administrative support regarding travel procedures, restrictions and entitlements, including their responsibilities in relation to official travel and the submission and reconciliation of travel-related expenses;
- To process and follow up on staff training requests and related travel arrangements, and maintain related records and documentation;
- To coordinate travel-related financial administration, including the processing and reconciliation of travel costs, invoices and staff reimbursements, in liaison with Finance.

2. HR and Travel Systems and Records Management

- To maintain and update HR and travel-related systems, databases and records, including staffing information, insurance-related data, duty rosters, travel lists and other operational HR information;
- To maintain accurate and accessible electronic and hard-copy records and filing systems and support the preparation of routine HR and travel-related information and reports;
- To ensure the appropriate handling, confidentiality and security of personnel, travel and other sensitive information.

3. HR Office General Support

- To provide administrative support to the Human Resources Office and assist other HR team members with assigned activities as required;
- To draft routine correspondence and documentation and undertake other administrative tasks within the scope of the position, as assigned by the Head of Human Resources.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- **Education:** Successful completion of secondary education. Additional training or certification in Human Resources, Business Administration, Travel Administration, Office Administration or another relevant field will be considered an asset.
- **Experience:** Minimum of three (3) years of relevant professional experience gained after completion of secondary education in one or more of the following fields: travel administration, human resources and personnel administration, office administration, logistics coordination, finance, or other related administrative functions.
- **Languages:** Excellent command of written and spoken English. Good working knowledge of Arabic and Hebrew.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Experience in using administrative databases, HR information systems and/or travel management systems;
- Good organisational and coordination skills, with the ability to manage multiple tasks simultaneously and meet deadlines;
- Ability to maintain accurate records and ensure attention to detail;

- Ability to communicate effectively with staff members, service providers and external stakeholders;
- Ability to handle sensitive information with confidentiality, professionalism and discretion;
- Ability to work effectively both independently and as part of a team;
- Respect for and commitment to diversity, inclusion and equal treatment;
- Valid driving license valid in the area of operations.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Experience in an international organisation, diplomatic mission or comparable multicultural environment.
- Experience supporting travel administration and coordination, preferably in conjunction with human resources functions.
- Experience working with HR, travel or financial management systems.