

Job Title: Human Resources Assistant

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Location: Maiduguri, Borno State

Job Type: Full Time

Duration: 6 Months

Qualification: BA/HND

About ALSAR

Anchor for Life Support and Resilience (ALSAR) is a nationally recognized non-profit organization in Nigeria, founded in 2022. We are dedicated to driving positive change in rural communities through our WASH, Protection (GBV and CP), Climate Action, Education, Livelihood, Health, and Nutrition programs. Our mission is to transform the world into a peaceful and resilient global community by empowering individuals and societies through education, skill-building, and sustainable, inclusive programs.

Key Responsibilities

- Assist the HR Officer in promoting continuous learning and professional development among staff.
- Support recruitment processes, onboarding, and personnel documentation.
- Ensure adherence to ALSAR's HR policies, procedures, and ethical standards.
- Contribute to maintaining a safe, inclusive, and respectful workplace culture.
- Address employee concerns and provide clear guidance on HR-related matters.
- Support compliance with ALSAR's Code of Conduct and Child Safeguarding Policy.
- Maintain accurate HR records and assist in leave management and payroll documentation.
- Facilitate communication between HR and field offices for smooth staff coordination.

Qualifications & Experience

- Bachelor's degree or HND in Business Administration, Public Administration, Social Sciences, or a related field.
- Minimum of 2 years of experience in HR management, recruitment, or administrative support, preferably in the NGO sector.
- Strong understanding of Nigerian labour laws and HR best practices.
- Excellent interpersonal, communication, and organizational skills.
- High level of confidentiality, integrity, and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

How to Apply

Interested and qualified candidates should send their CV and Cover Letter to:

recruitment@alsars.org cc: hr@alsars.org

Use the subject line: "Human Resource Assistant"

Application Deadline: 20th November 2025

ALSAR is an equal opportunity employer. We strongly encourage women to apply.