



**Take ACTION**

## **Human Resources Administrator (1)**

*DEPARTMENT Administration*

*PLACE OF SERVICE Mandaluyong, Metro Manila, Philippines*

*DATE REVISED: September 2009*

### **SCOPE OF POSITION**

This person will administrate the processing and placement for service of new missionaries, missionary internship trainees, project workers, short-term workers and teams, and official visitors for ACTION Philippines. Work in cooperation with sending offices worldwide in processing new personnel for the Philippine field. Provide orientation and logistical support for new personnel.

### **LIST OF RESPONSIBILITIES:**

1. Annually update the Personnel Needs List for the Philippine field for missionary recruitment and sent it to each sending office.
2. Correspond with the home offices in processing applications for short term and career missionaries.
3. Present to the ACTION Philippines Council (APC) the application of applicants for approval. Advise the APC and the approved Missionary Mentor on what's going on with particular personnel recruitment and application processing involved.
4. Oversee the initial arrangements and orientation for the new arrival and coordinate their exposure to the ACTION ministries and local culture.
5. Seek and assign new missionaries to a career missionary mentor and instruct the mentor on their responsibilities.
6. Work with the missionary mentor in providing the following services for the new missionary, missionary intern trainee, or project worker: language training, evaluations, vacation and furlough planning, etc.
7. Conduct or track the communications between ACTION's international sending offices and ACTION's Philippine field department office (APC, Field Director, Missionary Mentor, Financial and Business Administration) involving recruitment and processing of new personnel.
8. Pass along information to the Missionary Mentor information regarding board and room housing, medical services, and other sources of information that may be helpful for the person or those under supervision of the Missionary Mentor. Update the Orientation Manual.
9. Coordinate with ministry leaders of other ministry organizations under joint-agency agreement with ACTION Philippines for new missionary recruitment, field-placement, processing, and placement.
10. Develop and implement personnel related guidelines and policies standards in conjunction with and under supervision of the Field Director and the APC.
11. Send end-of-term reports conducted and prepared by the Missionary Mentor (as approved by the Department Leader and possible APC recommendations/approvals) to the respective ACTION sending country personnel office.



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## RECOMMENDED PRE-FIELD PREPARATIONS:

1. At least a full year of Bible school course work or equivalent discipleship study.
2. Possession of college or university BA/BS degree or to have experience in equivalent professional management having to do with or relating to human resource development and processing.
3. To have attended seminars and workshops having to do with missions perspectives or orientation.

## QUALIFICATIONS

1. A clear calling to minister in an urban setting and willing to raise funds for personal and ministry support.
2. Ability to manage staff in a participatory and collaborative manner.
3. Experienced leadership that is characterized by integrity and honesty, speaking the truth in love, with high level people skills and managerial experience.
4. Ability to develop positive and trusting intercultural and interdenominational relationships.
5. Administratively gifted with willingness to assist missionaries and Filipino people.
6. Clear written and verbal communication skills in English and, if possible, Tagalog.
7. Trained and experienced in managing office duties and functions.
8. An organizer with a mind for detail.

ACTION Philippines 2009-2010 Personnel Needs List  
Updated September 2009