**Job Title: Human Resources Administrator (Fixed Term Contract)**

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| **Role Purpose (position scope)** |
| As the HR Administrator you will work closely with the Senior HR Advisors and HR Team, primarily focused on the Royal Saudi Airforce Contract (RSAF) and also supporting the HR team more broadly (for example in responding to employee queries via the HR Inbox).  Your main administrative duties include maintaining RSAF personnel records, managing HR documents (e.g. employment records and onboarding guides) and updating internal databases. You will also provide admin support on the visa/ medical and immigration paperwork and processes for our ex-patriates moving to or living in Saudi Arabia.  You will support the team in ensuring maintenance of all personnel information in accordance with the General Data Protection Regulations. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Senior HR Advisor |  | N/A | N/A |

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| **Key Responsibilities** |
| * Safety first. Operate at Special Mission in accordance with the SHE standards. Identify where the SHE Standards are applicable to appointed operations/tasks and apply safe systems of work identified.   **General Admin Support for the RSAF contract:**   * Provide administrative support to the RSAF contract, focusing on visa and immigration paperwork for ex-patriate staff. * Coordinate visa medical appointments. * Assist with ACRO police certificate applications and Subject Access Reports. * Collect and verify required documentation (passport, booking form, photos, CV, qualifications). * Liaise with the Saudi-side team for supporting documents. * Track timelines for medical and ACRO certificate apostille processing. * Schedule and support biometric appointments at the London Visa Centre. * Monitor and confirm the return of passports and visa issuance. * Visa and Iqama Coordination: Track and manage the renewal cycles for Iqama residence permits and ensure compliance with Saudi immigration regulations. * Security Clearance Administration: Maintain records and follow-up processes for UK and KSA security clearances required for personnel on the RSAF EWFT programme. * Relocation Logistics: Coordinate travel, freight, and accommodation arrangements for personnel and their families relocating to or from Saudi Arabia, including repatriation support in the event of contract termination. * Contractual Documentation Support: Working with the Senior HR Advisor, prepare and manage offer letters, Qiwa contracts, and supporting documentation for RSAF personnel, ensuring alignment with KSA labour law   **Onboarding Process administration:**   * Support the HR team with any new starter contract and paperwork reviews * Any other duties that are reasonably requested by management within the capability of the incumbent. |

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| **Core Competencies** |
| * Team player – must be willing to ‘lean in’ and support the HR team * Ability to maintain confidentiality and exercise extreme discretion at all times * Excellent problem solving/judgement skills and high attention to detail and accuracy * Strong organisational skills and the ability to work independently and in a fast paced environment * Ability to handle and prioritise multiple tasks and meet deadlines * Excellent Microsoft Excel skills and good communication skills |

Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_