



## JOB DESCRIPTION

<b>Position Title:</b> HR Psychometrician	<b>Reports To:</b> HR Officer - Recruitment
<b>Department:</b> Human Resources – Recruitment & Staffing Unit	<b>Supervises:</b>
<b>Purpose Statement</b>	
<ul style="list-style-type: none"> <li>To support Philippine Red Cross in the testing, selection, and staffing process.</li> </ul>	
<b>Key Result Area:</b>	<b>Duties and Responsibilities:</b>
<b>A. Psychometrics</b>	<ul style="list-style-type: none"> <li>Administering and scoring objective and structured personality test</li> <li>Interpreting the results of the tests and preparing a written report on the result</li> <li>Test design and construction: developing the table of specifications, item writing and test analysis</li> <li>Test validation &amp; standardization: developing norm sampling plans</li> <li>Conducting item tryout data analysis; completing analysis and scale development</li> <li>Writing the technical manual</li> <li>Test research and statistical studies</li> </ul>
<b>B. Recruitment</b>	<ul style="list-style-type: none"> <li>In charge of manpower requests for special projects</li> <li>Manage recruitment process of staff positions to deliver appropriate candidates within specified time frames aligned to organizational goals and objectives</li> <li>Working with departments to ensure position descriptions within the organization are accurate and up to date</li> <li>Review recruitment requests and post position vacancy; online, print, internal</li> <li>Screen and evaluate candidate applications for accuracy and role requirements</li> <li>Conduct preliminary interviews and assessments; face to face, Zoom, Google Meet and phone</li> <li>Provide departments with background checking on candidates</li> <li>Coordinate second interviews with department/Hiring Manager/ Human Resource Director/Secretary General as required</li> <li>Monitor conclusion of contracts and notify department and chapters via memo of expiry.</li> <li>Maintain applicant records for alternate position placement and talent identification</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage and produce recruitment associated paperwork i.e. contracts, appointment letters etc.</li> <li>• Prepare consultancy contracts for NHQ, chapters &amp; partners' requests.</li> </ul>
<b>C. Staffing</b>	<ul style="list-style-type: none"> <li>• Updates the PRC plantilla, replacement and new staff recruited, and reports regularly the new employees</li> </ul>
<b>D. Other HR related work</b>	<ul style="list-style-type: none"> <li>• Assist the Human Resources Director and wider Human Resources team for special projects, events and assignments as required</li> </ul>
<b>JOB SPECIFICATIONS</b>	
<b>Qualifications/Minimum Education:</b> Bachelor's Degree in Psychology; Licensed Psychometrician	
<b>Personal Qualities and Skills:</b> <ul style="list-style-type: none"> <li>• Ability to manage multiple tasks</li> <li>• Collaborates with team members to achieve shared outcomes</li> <li>• Flexibility and a willingness to contribute outside standard office hours</li> </ul>	<b>Work Experience:</b> <ul style="list-style-type: none"> <li>• Minimum 1-year work related experience</li> <li>• Computer literate</li> <li>• Excellent written and verbal communication</li> </ul>
<b>Equipment Used:</b> Computer, scanner, printer, copier, telephone and fax machine	<b>Working Environment:</b> Office Based and Field Based
<b>Key Contacts:</b> PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners	
<b>Core Values:</b> Focused, Fast, Friendly, Flexible and Forward Looking	
All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.	

Position Holder

Immediate Supervisor's Name

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Signature over Printed Name and Date

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Signature over Printed Name and Date