

Human Resources Assistant

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Nov 03, 2024

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Employment Status : Full Time

Experience : Any

Salary : As per project salary aspect

Gender : Any

Career Level : Any

Qualification :

Job Description

About International Medical Corps:

Organization Background:

International Medical Corps is a global humanitarian nonprofit organization dedicated to saving lives and relieving suffering through healthcare training and relief and development programs.

Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in areas worldwide. By offering training and healthcare to local populations and medical assistance to people at high risk, and with the flexibility to respond rapidly to emergencies, International Medical Corps rehabilitates devastated healthcare systems and helps bring them back to self-reliance.

To learn more about our mission, visit <https://internationalmedicalcorps.org/who-we-are>

Job Description:

Job Purpose:

This post is essentially to oversee and manage International Medical Corps Saripul field human resource functions including preparing of International Medical Corps Sar-e-pul field office national staff payroll rosters, employment contracts, change of status forms, salary scale update, design and conduct related local staff development and capacity building trainings and on the job trainings time to time (Mandatory learning and development courses). S/he will be updating the personnel files, reporting on achievements and obstacles to direct and line supervisors.

Main Duties & Responsibilities:

- The Human resources Assistant will be responsible for carrying the following Human Resources activities but not limited to:
- Prepare, update all national staff monthly staff list and payrolls with proper available and current grants/departments allocations and Kabul HR for Checking and submit to finance for salary payment.
- Announce all potential positions locally in field and collect their CVs.
- Prepare Candidates Evaluation Sheet (Long/Short list) for all announced positions and send to relevant department for shortlisting.
- Implement recruitment procedures as laid down in the staff handbook for the positions and keep records of all recruitments.
- Provide job offers and contracts to the selected candidate and give orientation to newly hired staff.
- Ensure the implementation of all approved policies including the National Staff Handbook.
- Ensure HR policies are introduced as required and staff understood and acknowledged.
- Prepare Cost Point complete information for new hired staff and send to Kabul office for creating staff Cost point IDs.
- Arrange interview committee for written test and oral test.
- Make a separation check list for national staff before the last payment.
- Complete exit evaluation upon separation of employee.
- Continue follow up and check of local staff attendance sheets and give feedback for any tardiness or absentees to line manager.
- Perform scanning of HR documents on monthly basis and send them to Kabul office.
- Responsible for coordinating the staff annual appraisal for each employee according to their annual anniversary dates. Ensure that all employees are evaluated by their line managers at the end of probation period and annual performance appraisal due date.
- Maintain HR office files in proper way and keep records of all correspondence.
- Prepare certificate of services for all staff at the end of employment with IMC
- Provide monthly report (e.g., Leave record, new hired, separated staff, COS etc.) For payroll processing to Kabul HR officer and Sr. HR & admin Manager.
- Any other duties which are given by his/her Line Manager.

Organizational Responsibilities:

Policy Adherence:

- Adhere to the Code of Conduct, maintain humanitarian principles and respect international humanitarian law.

Prevention of Sexual Exploitation and Abuse:

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps.

Compliance & Ethics:

- Promotes and encourages a culture of compliance and ethics throughout the International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity

Safeguarding:

It is all staff's shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children and adults at risk; and any form of trafficking in persons.

Job Requirements:

Qualifications:

- Bachelor's in business administration, HRM, Business Management, BBA / Economy or Social Science.

Experience:

Essential:

- At least +2 years of experience in the Human Resources field.

Desirable:

- INGO/NGO experience will be preferred.

Competency:

- Good staff management, planning and organizational skills.
- Communication skills and strong local language correspondence skills. Particularly in fluency in English, Dari and Pashtu speaking /writing skills are required.
- Ability to write logical, clear, and concise reports.
- Expertise in Microsoft Office including Word, Excel, PowerPoint Excel, and internet is required.

Submission Guideline:

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Dear Applicant,

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document.

Please note that:

- IMC commits to a fair and transparent recruitment procedure.
- IMC will conduct his recruitment on the base of need only.
- Only HR department will contact you during the recruitment process.
- IMC may keep data of your application for its pool of candidate and might propose you other position than the one you applied for based on your qualification.
- Only short-listed candidates whose application responds to the criteria will be contacted & local applicants from the same province are encouraged to apply and will be given priority.

To apply for this vacancy, please use the following link:

<https://forms.gle/1cgqnQaCVBB1WGYJ7>

If the link above does not work by clicking on it, please copy and paste it in the browser address bar.

Make sure that you have Entered All Education, Work Experiences Details Completely, Accurate & at the end of the application you **press Submit**.

Preference will be given to local residence applicants.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. Please do not submit your CV or application to this website, it will not be considered for review.

Equal Opportunities:

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or status as a veteran.

Misconduct Disclosure Scheme

All offers of employment at International Medical Corps are subject to satisfactory references and background checks. The International Medical Corps participates in the Inter-Agency Misconduct Disclosure Scheme from the Steering Committee for Humanitarian Response (SCHR). In accordance with this, we will request information from an applicant's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

Submission Email:

<https://forms.gle/1cgqnQaCVBB1WGYJ7>

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
