

HOMERE Implementation Officer (Re Announced)



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Phone :

Web :

Job Summary

Vacancy :
Deadline : Sep 29, 2024
Published : Sep 25, 2024
Employment Status : Full Time
Experience : Any
Salary : As per the Organization's salary scale
Gender : Any
Career Level : Any
Qualification :

Job Description

About PU-AMI:

About Première Urgence - Aide Médicale Internationale (PU-AMI)

PU-AMI (known globally as Première Urgence Internationale, PU) is a non-governmental, non-profit, non-political and non-religious international aid organization. PU-AMI's teams are committed to support vulnerable communities and populations, those marginalized, hit by conflict, natural disaster or economic downturns. PU-AMI's main objective is to contribute to reduction in morbidity and mortality, and provide emergency relief to those in immediate need in order to help them regain their dignity.

Afghanistan mission is the oldest of PU's missions, with the first medical intervention launched in 1979 just after the Soviet troops crossed the country's borders. PU-AMI teams currently deliver the integrated health care, combined with nutrition, psychosocial support; water, sanitation and hygiene (wash), as well as trauma services. The organization implements projects mainly in eastern parts of the country, and increasingly in the South-East Region. Since the COVID-19 outbreak in 2020, PU-AMI has also positioned itself as one of the main actors in preparedness and response to the pandemic, implementing health and wash-centered activities at health facilities and community level in Kabul and beyond.

Globally, PU provides assistance to around 6 million people in 23 countries and across 5 continents: Africa, Asia, Middle East, Latin America, and Europe.

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Job Description:

Responsibilities and specific assignments

General responsibilities:

In collaboration with the HR Coordinator, HOMERE Implementation officer will be the focal point for the implementation of HR software (Homère) and timesheets process.

SPECIFIC OBJECTIVES AND LINKED ACTIVITIES

HR SOFTWARE TECHNICAL SUPPORT

• In liaison with the Homère & Timesheets project managers (HQ & field), support prepare the creation & implementation of Homère software at mission level; prepare, collect and check the conformity of the HR documents needed by HQ and Service provider, participate to the weekly meeting and ad-hoc meeting link to the project, respect project's deadlines etc.

• Ensure data updates in HR software, at creation and on monthly basis.

• In collaboration with the Homère project focal point at HQ and the HR coordinator, carry out payroll tests (excel and software) for the entire mission, analyze payroll discrepancies and make corrections according to HQ feedbacks.

• Regularly provide and facilitate training on HOMERE software and timesheet, and briefing of new Homère users (new recruits) at mission level.

• Accompany and provide functional support to users of the Homère and timesheet in the bases and the coordination: centralization of databases, checking database consistency, reporting parameterization errors, etc.

ADMINISTRATIVE TIMESHEETS MANAGEMENT & FOLLOW UP

• Train Managers on the use of team attendance follow-up tools in order to plan the work of their teams.

• Train and support Managers and bases' Administrative teams on filling Timesheets in compliance with the Shared costs and Timesheets processes.

• Advise Managers on the validation process of the quality and accuracy of timesheets and support them when needed.

• Support the HR department at base level in collecting (excel and pdf format), verifying and importing timesheets into the Homère software.

• Accompany and provide functional support to users of the Homère HR software on the bases and the coordination in importing into Homère the national Employees' time distribution percentages per project from the Timesheets collected in Excel format via a mass import;

• Together with the HR Coordinator and Homere IO, ensure that the Timesheets schedule is respected: send appropriate reminders if not received on time.

• Receive the attendance tracking tool from the HR department of each base;

• Check the conformity of the Timesheets/Attendance sheets and the correspondence of the time of presence with the absence documents validated during the month via the tracking tool or any other relevant tool.

• Compile and archive (hard or soft copy) individual Timesheets signed by employees and Managers.

ACCOUNTING:

• With the HR Coordinator and the Finance Coordinator, ensure that financing contract settings in the Homère software are up to date (monthly basis).

• After compiling the backups of each database, Export for Homère payroll archive file importable into SAGA and send it to Finance department.

POST DEPLOYMENT:

• In liaison with the HR Coordinator and Finance Coordinator, ensure that Homère & Timesheets procedures are applied throughout the mission.

• With the Project Teams (HQ and field), attend to the Feedback meeting.

• The tasks and responsibilities defined in this job description are non-exhaustive and can evolve depending on the project's needs.

PRIORITIES OF THE DEPARTMENT

• Take part in the implementation of new HR software (HOMERE);

• Provide guidance and support to HR team, managers and staff on implementation process of new timesheet system.

Any additional tasks assigned by the supervisor.

Job Requirements:

Qualification/ Requirements

Mandatory requirements

• **Language skills:** Fluent in English, Dari and Pashto (speaking and writing)

• **Education degree:** University degree in Business administration, public administration, accounting, finance or relevant field;

• **Work experience:** At least 2 years of experience in HR software, HRIS, and working with HOMERE software and Experience in timesheet management can be great asset.

• **Computer skills:** Good knowledge and self-supported in Microsoft Office, **especially Excel, and Homere HR software**

Others:

• Good communication skills;

• Excellent organizational and time management skills;

• Detailed oriented;

• Ability to provide high quality of work;

• Ability to set priorities and adapt to changes;

• knowledge of HR and Homere software is an asset.

• **Interests:** Work in humanitarian aid.

Transversal skills:

• Ability to work well in a multicultural team;

• Ability to work under pressure;

• Committed to deadlines;

• Effective stress management skills;

Submission Guideline:

Dear candidates,

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

<https://docs.google.com/forms/d/e/1FAIpQLSdby-uQv8KV-XG0-nk8uK-JICEOplxF-ugSloms9ZQMAQ6GAlw/viewform>

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

Make sure to press submit at the end of the application.

Please note:

You are allowed to apply only before the closing date

Only the candidates who meet the mandatory qualifications/requirements will be considered for the longlist

A maximum of 15 best candidates from the ones who meet the mandatory qualifications/requirements (longlist) will be invited for a technical test (shortlist)

If you are not invited for a technical test within a month's period of time, please consider that your application was not considered for this vacancy.

Female candidates are highly encouraging to apply.

Validated copies of academic certificates/diplomas will be requested only if called for an interview .

Kind regards,

The PU-AMI HR Team

Submission Email:

<https://docs.google.com/forms/d/e/1FAIpQLSdby-uQv8KV-XG0-nk8uK-JICEOplxF-ugSloms9ZQMAQ6GAlw/viewform>

Education & Experience

University degree in Business administration, public administration, accounting, finance or relevant field

Must Have

At least 2 years of experience in HR software, HRIS, and working with HOMERE software and Experience in timesheet management can be great asset

Educational Requirements

Compensation & Other Benefits
