

Human Resources Assistant



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Phone :

Web :

Job Summary

Vacancy :
Deadline : Oct 05, 2024
Published : Sep 26, 2024
Employment Status : Full Time
Experience : Any
Salary : As per the Organization's salary scale
Gender : Any
Career Level : Any
Qualification :

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

Afghan mission is the oldest of PUI missions, with the first medical intervention launched in 1979 just after the Soviet troops crossed the country's borders. PU-AI 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-AI 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.

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1. **Исходные данные:** 1000×1000 матрица A с элементами a_{ij} , $1 \leq i, j \leq 1000$. Элементы матрицы A заданы формулой: $a_{ij} = (i + j) \bmod 1000$.

2020 年 12 月 31 日

[illegible][illegible]**Responsibilities and particular assignments** [0000 0000 0 00 000000]

- In charge for recruitment of the lower level positions
- In charge of attendance and leave management of office and HF Staff
- In charge of file Management
- HR Administrative follow up (databases, Correspondence)
- Homere focal point

Activities/Main duties 0000 00000 /00 000000:

- Prepare Job opening request form, Job Vacancy and share it with HR officer/ Manager for further process,
- Share one copy of JV to relevant HFs.
- Prepare long list and share with HR officer for further process,
- Invite and call the candidates for test and interview,
- Proceed Reference check for the candidates,
- Proceed documentation of the recruitment and hiring,
- Call the selected candidates for contract
- Updating Recruitment follows up and share with HR officer on weekly basis,
- Filling properly all recruitment documents
- Collect the list of documents needed to open HR file for new employee,
- Prepare HR activity monthly report and share with HR officer on monthly bases
- Updating MoE staff report on quarterly bases and share with HR officer

Activities/Main duties 0000 0000 / 00 000000:

- Prepare monthly attendance sheet for Paktia local staff, distribute and collect back the sheets, and providing monthly attendance report,
- Check the attendance of Office staff on daily basis,
- Do follow up of HF's staff in coordination with the Supervisors and In charges,
- Management of leave record of Paktia office and HF's staff,
- Collecting attendance report from all HF at 15th of each month and share them with HR Officer.

Activities/Main duties [] [] / [] []:

- Create HR personal file for new employees make sure it contains all documents as per HR check list,
- Preparing and printing of employment contracts and signing them on relevant staff,
- Make sure that each employee has tax identification number, if not, fill the form to start process for obtain it,
- Make PU-AMI ID cards for new employees,
- Make business card for relevant colleagues,
- File the attendance sheets, Leave forms, Recruitment files, letters etc properly,

Similarly digitalize the archive, file soft of the documents in the relevant folders

Objective 4: HR Administrative follow up (databases, Correspondence)

- Update contact list on monthly basis and s

- Follow up of staff medical certificates and police clearances,
- Follow up of staff work permit,
- Follow up of staff TIN (Tax Identification Number),
- Preparing attendance sheet and training certificates to the trainee and share with HR officer for finalization,
- Follow up of employee contract ending date,
- Receiving official letters sharing with relevant department and filing them,
- Writing official letters, registering and submitting to the relevant organizations,
- Assist the HR Officer or Manager in payroll preparation, and any other HR Processes,

Fulfill any other related tasks that may be assigned by the line manager

Activities /Main duties /

- Encoding staff all types of leaves in Homere,
- Encoding advance salaries in Homere,
- Generating final settlements and pay slips and updating variables,
- Sending PER and Doc to the HR Officer/ Regional HR Manager on monthly basis

Qualification/ Requirements

- Graduated from a registered University (BBA, Bachelor of Economics etc).
- At least two years' experience with INGO in HR Field,
- Fluent in English and Dari/Pashto,
- Familiarity with Homere or similar system,
- Excellent communication skills,
- Reliable, flexible, rigorous and well organized,
- Able to manage priorities, take initiatives and work without constant supervision,
- Able to ensure neutrality and confidential information remaining within the HR department only.

Submission of
Dear candidates,

To apply for this vacancy, please use the following link:
https://docs.google.com/forms/d/e/1FAIpQLSqaB_BaFueXv2jpwBhwKCW5nsalCjMHdic5pME173NjbxP/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:

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

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

Kind regards,
The PU-AMI HR Team

https://docs.google.com/forms/d/e/1FAIpOL-SesaI8_BaFeuxUy2IpwBhwKCW5nsaLCiMHdic5pME1Z3NbxPA/viewform

Education & Experience

Graduated from a registered University (BBA, Bachelor of Economics etc).

Must Have

At least two years' experience with INGO in HR Field,

Educational Requirements

Compensation & Other Benefits