

Vacancy Announcement

Position Title: HR Assistant
Reports To: Assistant Director of HR
Location: Kabul, Afghanistan

AUAF Background:

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population. The AUAF's Business Department is seeking a qualified candidate for a full time position as External Relations Coordinator.

The AUAF's HR department is seeking a qualified candidate for a full time position as HR Assistant based in Kabul.

Job Summary:

The HR Assistant will be responsible for administrative tasks in the HR department and will serve in the absences of HR Specialist and Senior HR Officer in the department. HR Assistant will work and provide support to the entire HR team and the position carries responsibility and accountability. The HR Assistant has to be flexible and accept duties from all team members to make sure no single task fall apart. HR Assistant will receive support from all HR team and will be a great asset to the team.

Major Duties and Responsibilities:

- Maintain the personal filling system and properly use and maintain file cabinets.
- Keep record of national and/or international staff leaves and monitor leave balances of staff in coordination with department heads, generate leaves report as and when required.
- Check and review the monthly timesheets, properly record them and assist HR staff in entering them into the HR management system.
- Invite candidates, setting up written tests and/or interviews in coordination with department heads.
- Generate exceptional attendance report from the bio-matric attendance and cross check with the timesheets as well as relevant employees.
- Assist HR staff in the orientation and onboarding process of new employees.
- Assis in hiring process, conduct reference check and documents verification of the selected candidates.
- Request access for visitors and coordinate with security department.

- Assist potential employees in collecting documentation and provide them with required forms with clear instructions to be filled out.
- Prepare personal files and store adequate office supplies in the office.
- Ensure the timely completion of all recruitment and Human Resource related documents for filing purposes. Insure the Human Resources Office meet AUAF established policies and procedures while preparing documentation personnel files.
- Prepare job announcements for the new and vacant positions and circulate them on appropriate recruitment channels as required.
- Drafting letters in respect to the relevant personal files and HR related matters.
- Carry out any other duty as assigned by the supervisor.

Qualifications Requirements:

- Bachelor's degree in Business Administration or relevant field
- At least have two years relevant experience
- A professional certificate in HRM or business administration would be an advantage
- Good working knowledge of computer, MS Office Package, and internet
- Knowledge of organizational behavior
- English, Dari and Pashto language fluency
- Manages with meticulous attention to detail
- Excellent administrative skills
- Excellent interpersonal skills

Submission Guideline:

Applicants must submit their resume and cover letter in one document to nationaljobs@auaf.edu.af Applications are accepted in English only. Please include "**HR Assistant**" in the subject line of the email.

Application Deadline:

All applications must be submitted on or before July 5th, 2019. After reviews of the applicants, formal interviews for the finalists will be set up in Kabul on the AUAF campus.