



Job Announcement (Re-Advertisement)

Position Title: Director of Human Resources
Duty Station: Kabul, Afghanistan
Reports To: Vice President-Operations & Administration
No. of Positions: 1 Position

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 a 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 an increasing student population and in recent times expanded operations to include two campuses, each having dedicated programs for either part time or full time higher education programs. Expansion and construction continues to provide additional classroom and lab buildings to help meet the growing needs of our student population.

The AUAF's Human Resources department is seeking a qualified Afghan or international candidate for the full time position as Director of Human Resources permanently based in Kabul, Afghanistan.

Summary:

The overall objective of the role is to develop, review, advise and implement the full spectrum of Human Resources (HR) strategies, systems, and procedures necessary for supporting the effective personnel management throughout the American University of Afghanistan (AUAF). The role ensures the AUAF is appropriately structured and that roles (both within the Operational/Administrative and within faculty) are appropriately staffed with highly qualified personnel that have the appropriate skills and competencies. The role is key in the effective implementation of various HR business processes, Organizational Development (OD), and Change Management interventions. The role ensures effective employee engagement and creation of appropriate organizational culture within the University.

Further, the role ensures HR practices within the AUAF are in alignment with the United States Agency for International Development (USAID) and other donor rules and regulations, Afghanistan Labour Law, other relevant laws and the Constitution of Afghanistan.

Responsibilities:

Policy and strategy formulation:

- Develops Human Resources policy and strategy frameworks that support the effective recruitment, performance management, capacity development, management of change and labour relations, etc.
- Develops the overall HR Department work plan in alignment to the AUAF strategy, operational plans, and objectives.

Coordination and Systems Implementation and Control:

- Establishes efficient and effective Human Resources coordination systems across all AUAF Faculty, Operations & Administration to create an environment of cooperation, coordination, transparency, cost-effective and efficient service delivery.
- Develops accountability systems to ensure resources (including human capital) are used effectively and accounted for transparently at all levels.
- Leads the annual planning process, including budgeting and resource mobilization, to ensure departmental objectives are attained.
- Develops and oversees control mechanisms that ensure efficient and effective strategic HR implementation of AUAF activities are in line with donor regulations and AUAF strategic plan.

Compliance, Monitoring and Evaluation:

- Oversees the implementation of AUAF policies, systems and procedures within the mandate of the HR department.
- Ensures quality service provision through the development, review and continuous update of customer service framework for effective and efficient service delivery of functions within the mandate of the HR Department.

Human Resources Management:

- Ensures recruitment of staff is in compliance with AUAF and USAID and other donor procedures and guidelines.
- Manages subordinate's work-plans to ensure their work is in alignment and fulfilment of the overall HR Department's work plan.
- Ensures that the annual performance evaluation of all employees within AUAF is completed by all concerned managers with high levels of quality, in accordance to the requirements of the University and leading by example.
- Develops and implements capacity building plans for staff that report directly to him/her.
- Leads change and reform through encouragement, teamwork and motivation of employees within AUAF.

Required Qualification and Experience:

- Extensive demonstrated experience within the Human Resources field, preferably in a university or institution of higher education.
- Bachelor's degree (Masters preferred) in Human Resources, Social Sciences, or related field.
- Demonstrated experience within a Senior Management level capacity.
- Demonstrated experience implementing USAID rules and regulations (Federal and AID Acquisition Regulations -FARs and AIDARs) as they relate to the HR function at a Federal Funded University or International Development Organization.
- Demonstrated experience leading strategic HR Management, OD, and Change Management processes within fragile contexts (including within Middle East, Asia and Africa).
- Extensive experience in the development of HR strategies, policies, and guidelines
- Excellent verbal and written communication English skills.
- Skilled in the use of Microsoft applications MS Word, MS Excel, MS PowerPoint.

Required Skills:

- Strategic planning
- Leadership and management
- Policy development
- HR business process development
- HR Budget development and tracking
- Capacity building
- ICT Skills

Submission Guideline:

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

Application Deadline:

All applications must be submitted on or before September 8, 2019. After review of the applications, formal interviews for the finalists will be conducted at a time TBC.

Note: Previous applicants who applied for the original advertisement are requested not to apply.