



Position Announcement

Position Title: HR Coordinator
Department: Human Resources
Reports to: HR Manager
No. of position: 1
Vacancy #: AF-N-33-2020
Location: Kabul, Afghanistan
Position Announcement close date: open till it is filled

Overview

Founded in 2006, the American University of Afghanistan (AUAF) is a private, non-profit, nationally-accredited university offering an American-style liberal arts education. We are a dynamic university with a student population of over 1,000 students.

The AUAF's Human Resources department is seeking qualified candidates for full time position as HR Coordinator based in Kabul.

Position Summary:

Human Resources (HR) Coordinator will undertake a variety of HR administrative duties, provide support to the AUAF department/units/offices in overall HR functions and work closely with HR Manager and HR Director. The overall responsibilities will be to oversee personnel related issues, implement plans and processes and deal/work on the day-to-day employee issues (*compensation, recruitment/selection, contracts management, attendance tracking, performance management, training & development, maintaining employee records and conducting new hire orientations, employee and labour relations*) and maintain HRIS system, therefore strong computer and clerical skills are a must. HR Coordinator will also help maintain positive employee relations and work to ensure worker satisfaction through education of HR policies and by fostering a positive work environment. HR Coordinator should be highly organized, detail-oriented and most importantly, personable and approachable. The HR Coordinator will be based in Kabul, and reports to the HR Manager.

Key outcomes include:

- Managing delivery of a specific HR program or service
- Implementing HRIS system
- Coordinating performance review process
- Maintaining employee records
- Assisting with new hire training, onboarding and benefits administration
- Assisting with hiring and training processes.

Duties and Responsibilities:

- Review and execute HR process to assure a high degree of accuracy.
- Organize, maintain and update employee HRIS (Human Resource Information System).
- Oversee the maintenance of an effective HR filing system: contracts, individual personnel files, leave tracker, timesheets/attendance records. Ensure the access to files are kept limited and in line with organization policy on data protection.
- Oversee the proper maintaining and monitoring the attendance record and maintain the tracking of working hour.

- Maintain record of personnel-related data for payroll, contact, leaves in both paper and computer databases to ensure all employment requirements are met;
- Assist with payroll processing by preparing of personnel action and payroll.
- Assist with recruitment and interviewing processes including arranging/attending interview, verifying work-history and references.
- Ensure post interview and new hire procedures are followed, including organizing employee orientation, creating new employee files; and ensure all personnel paperwork is properly filled out.
- Prepare materials and help organize employee performance reviews; coordinate the performance management process including conducting training on goal-setting and performance evaluation/appraisal;
- Keep trackers on performance evaluations (probation, mid-year review, and annual) completion dates and remind Managers/Supervisors accordingly.
- Ensure all HR activities are carried-out in adherence to AUAF's standards and they are compliant with donor, existing legal and government requirements. Ensure all donor and legal obligations are fulfilled.
- Execute all employee termination/separation procedures, including advising employees on their rights and any benefits they are entitled to.
- Prepare the progressive, quarterly and final reports under the supervision of Supervisor and prepare other reports are required.
- Foster positive employee relations and work to solve any employee issues.
- Under the leadership of the HR Manager and HR Director, be a vital source of human resources information, answering any questions employees may have, provide specific advice and guidance to managers and employees on a variety of HR related issues.
- Schedule meetings, appointments and interviews as requested by the supervisor and HR Director.
- Translate official documents, letters and forms from Dari/Pashto into English or vice versa.
- Provide administrative support including translation service during meetings or interviews, making photocopies; scanning and emailing documents; and perform other clerical functions for HR department.
- Perform any other job related duties as assigned by the supervisor or HR Director.

Required Qualifications and Experience:

- Bachelor's degree is required.
- At least four years of experience in administrative fields. Master degree on a relevant subject may be considered as equivalent of 1 year work experience.

Required Skills:

- Knowledge of full life cycle recruitment.
- Accurate attention to details
- Skills in database management and record keeping/filing system
- Time management and prioritization skills
- High analytical and reporting skills
- Pro-actively identify problems and be proactive problem-solver
- Ability to work under pressure to meet tight deadlines
- Excellent interpersonal skills and ability to work in a team-oriented and in a cross-cultural environment
- Must be fluent in English both at verbal and written level;
- Highly organized and able to multitask
- Strong computer skills, familiarity with MS Office and Internet applications.
- Self-motivated, demonstrated capacity to work effectively in a fluid operating environment with minimal supervision.
- Tactful and diplomatic

To Apply

This position is open to candidates authorized to work in Afghanistan as local employees.

To apply, please send as a single PDF document: a cover letter and curriculum vitae (CV), to nationaljobs@auaf.edu.af Please, include **AF-N-33-2020-HR Coordinator** in the subject line of the email, otherwise the application will not be considered. Applications in languages other than English will not be reviewed. Please be advised that only shortlisted candidates will be contacted. A written test or example of work may be used as a form of screening.

If hired, the successful applicant is expected to provide official proof of academic degrees (transcripts sent from the degree granting school directly to AUAF).

AUAF does not charge recruitment fees to applicants.

AUAF is an equal opportunity employer that values diversity at all levels. AUAF follows a strict non-discriminatory policy in its selection and employment practices. All applicants will receive equal consideration and applicants from all ethnic, religious and economic backgrounds are encouraged to apply.