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| **TITLE:** Human Resources Assistant | | |
| **TEAM/PROGRAMME:** HR & Admin | **LOCATION:** Faryab | |
| **GRADE**: Grade 6 | **CONTRACT LENGTH:** One year (extendable) | |
| **CHILD SAFEGUARDING:**  Level 3:  The post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process of staff. | | |
| **ROLE PURPOSE:**  The HR Assistant will support the HR Unit to ensure that recruitment policies and procedures are followed with no interference, corruption or nepotism. She/He will assist the unit lead to ensure that correct documents are filed for each member of staff.  The He/She is to assist in all human resources operations including HR assessments and support in emergency recruitments including volunteers, as well human resources personnel filing and support other HR functions as required.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** HR Officer and Senior HR Officer  **Staff reporting to this post:** N/A  **Close working relationships:** Finance, IT, Supply Chain, Programme Operations  **Budget Responsibilities:** N/A | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Ensure that the recruitment cycle is followed properly with zero interference and correct documentation according to SCI policies and standards. * Organise test processes and/or chair interview panels. * Process recruitment with high level of accuracy and transparency and share the correct documents with the Country Office for review and approvals. * Ensure that all external vacancies are advertised on ACBAR. * Conduct reference/background checks, prepare Offer Letters and Employment Contracts in line with established procedures. * Ensure proper and timely vetting and background check of new employees/volunteers, casual workers. * Develop and maintain a standby roster for regular staff , volunteers, and casual staff. * Support the HR unit to update recruitment trackers at the provincial level especially for volunteer and casual staff. * Support the volunteers recruitments and update VMS database on regular basis. * Ensure that all personnel files have a completed document checklist with up-to-date documentation including contract, cover letter, CV, diploma, application form and all related documents. * Ensure that women are given equal opportunities in the recruitment processes, and that Hiring Managers are attentive to gender balance in recruitment practices. * Ensure complete personnel files both in hard and soft. * Support the HR unit to update leave balance trackers for all staff. * Ensure the capacity building tracker is updated regarding core SCI trainings for staff. * Track new joiners and leavers and ensure they are added in the staff payroll. * Track staff benefits and allowances and ensure they are managed in the monthly payroll and necessary adjustments are made. * Prepare staff reports and maintain active list of staff as required. * Process medical allowances for staff and coordinate with CO on staff extension, end of contract notices and employment certificate. * Any other tasks assigned by supervisor. | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * Undergraduate degree in relevant field | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * 1 years of HR experience preferably with NGOs/INGOs. * Good communication and interpersonal skills * Ability to work as a team player. * Organized and with keen eye to details and accuracy. * Ability to keep sensitive information confidential. * Fluent in Pashto and/or Dari with email writing skills in English * Good self-starter with effective time management skills and high levels of organisation * Strong skills in coordinating and collaborating with others. * Positive, solution-driven, respectful and with a ‘can-do’ attitude * IT skills (e.g. Word, Excel, Powerpoint) | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |