

A. Position Title: Human Resource Officer

Date of Announcement: November 28, 2023; Date of Activation: November 28 Date of Expire: November 30, 2023

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Job Location: Herat

Nationality: Afghan

Category: Management

Employment Type: Full Time

Salary: As per organization salary scale

Vacancy Number: NCRO/HR/073/23 -1.1.3

No. Of Jobs: 1

Organization: New Consultancy and Relief Organization

Years of Experience: 3 years

Contract Duration: Four Months

Gender: Male/Female

Education: bachelor's degree,
Graduated from
Faculty of
Economy, holder
of BBA or
equivalent in
related
professional field

Close date: 30,Nov,2023

About New Consultancy and Relief Organization:

New Consultancy and Relief Organization ('NCRO) is serving the needy people, particularly returnees from the neighboring countries and internally displaced persons IDPs due to natural disasters or internal conflicts. NCRO is a fully voluntary organization, providing assistance in water supply, sanitation, food security, nutrition, protection, shelter, infrastructure, and economic recovery to vulnerable people, irrespective of gender, race, language and location.

Job Description:

the Human Resources Officer supports the HR team in all activities related to Human Resources according to NCRO's policies and procedures. S/he supports NCRO recruitment, staffing, Terminations and fillings.

- Prepare weekly and monthly reports on the project.
- Assist the HR Team, as needed, with recruitment, hiring, employee on-boarding, staff orientation and performance reviews.
- To update TAMIS on daily basis for all long-term and short-term project staff and make sure all the files are completely uploaded with no missing.
- Facilitate hiring efforts by helping schedule interviews, Coordinating with Hiring Managers and collecting and verifying required documentation.
- Processing and collecting the required documentation (reference checks, educations verifications etc.) for the STTA positions and make sure all HR/administrative documentation for a TAMIS file is complete.

- Resignation/termination; ensure all documentation is provided to staff departing including exit orientation, return of all project properties to relevant departments and to make sure the staff clearance forms are completed.
- To provide support on timesheets collections and staff leave records.

Job Requirements:

- Bachelor's degree in business Administration or HR Management with 4 years of relevant experience in Human Resources.
- Knowledge of Afghan Labor Law and/or Legal Regulations on labor preferred
- Excellent verbal and written communication skills.
- Highly computer literate with advanced e-mail, word processing and spreadsheet management skills
- Excellent communication and interpersonal skill

Submission Guideline:

Please mention the vacancy number and position in the subject list while sending your C.V & cover letter, Applications received after the closing date and without subject list will not be taken for consideration.

Qualified female candidates are encouraged to apply.

Note: Only short listed candidates whose applications respond to the stated criteria will be contacted for interview.

Hard copy of application and CV can be submitted to NCRO office:

To: Sayed Nawroz NCRO Regional Manager NCRO Office:

Herat Province, Herat City, Nahia (zone) 6, Ferqa Road, Majeedi Street, In front of Majeedi Ice Factory, House No 640.

Tel: +93 79 517 6979/+93799373536 Submission

Email: hr@ncro-afg.org & ncrohrmanager@gmail.com