

STAFF ASSISTANT (LWR ADMINISTRATION)

Post: RSA RHS 0070

Application Closing Date: 18 April 2018

Resolute Support (RS)

Location: Kabul, Afghanistan

Post – Local Civilian Hires (LCH) Grade – 7

Post Description:

The incumbent administers staff relations and development functions for all assigned civilian personnel.

Principle Duties:

Manages all aspects of in and out-processing of all assigned civilians.

Provides background information as requested in support of proposal to change civilian personnel policies and directives relating to employment conditions, privileges and immunities.

Applies civilian personnel policies and directives in relation to all aspects of life cycle management as directed.

Provides information regarding staff performance and development issues.

Provides advice to line supervisors regarding performance issues when directed.

Required to act as a Leave and Attendance recorder.

May be directed to perform other collateral duties in support of the Branch or Division, such as supply clerk, inventory control and etc.

Required to input information into CPO databases.

Additional Duties:

The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

Essential Qualifications:

Professional/Experience:

Minimum 3 years' of experience in Personnel/Human Resources Management and Administration with preparation and execution of payroll.

Education/Training:

Post-Secondary Education or equivalent on the job training / experience.

Language:

English: Good level of written and spoken language skills.

Note: The normal working language within the organisation is English.

Desirable Qualifications:

Professional/Experience:

3 years' of experience in a supervisory capacity in personnel / human resources management with preparation and execution of payroll.

Previous HR Administration or Logistics experience in an International Organization.

Education/Training:

University Degree in Human Resources Management, Business/Public Administration, Finance or related field.

NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

Personal Attributes:

Uses judgment in prioritizing responsibilities, planning and organizing own tasks, such as contracting and maintenance of employment life-cycle suspenses. Uses own initiative, recommends improvements in office administrative policies and procedures. Integrity, discretion and interpersonal sensitivity are called for, as the incumbent handles private personal information and interacts with staff on actions of a reserved and delicate nature, such as personal/private circumstances of staff, staff evaluations, grievances, and proposed disciplinary actions. Strong teamwork skills, planning, organizing, critical thinking, commitment, and energy will allow the incumbent to administer the employment life-cycle function effectively and efficiently. Adherence to established deadlines and suspenses requires the ability to handle details and to exercise judgment in setting priorities.

Work involves the provision of information or analysis of part of a task assisting others to take action within the organization.

Professional Contacts:

Regular professional contacts with others inside and/or outside immediate organization on functional matters. Solicits/gives information and provides advice/guidance.

Work Environment:

The work is normally performed in a typical Office / Secure Facility environment. Slightly Undesirable Conditions apply. The risk of injury is categorized as: No Risk

We only accept RS LCH Application Forms in word format and they should be sent to

local.vacancies@hq.rs.nato.int

PLEASE NOTE: ONLY THE OFFICIAL LCH RS APPLICATION, FOUND ON OUR WEBSITE WILL BE ACCEPTED. CV'S, RESUMES, CERTIFICATES SENT WITH THE APPLICATION FORM WILL NOT BE TAKEN INTO CONSIDERATION.

Additional Remarks:

An initial 12 month contract will be offered and contract extensions may be possible. Because of the dynamic environment, RS posts are under regular review and therefore post details and responsibilities, including contract duration and contractual grade may change during the advertising and contractual period.

Benefit Package:

Monthly salary of € 1,369.00

Meal Allowance of € 185.00 per month

If interested, please apply in accordance with the General Information for applicants provided through the following link:

<https://www.rs.nato.int/resources/site1/general/vacancies/generalinformationforapplicants.pdf>