

# Re-announced Human Resource Assistant

## About SDROA

Research and Development Organization for Afghans is a nongovernmental organization (SDROA). We are the implementing partner for US embassy for Lincoln Learning Centers across Afghanistan. Currently, we are operating in twenty one provinces of Afghanistan. The learning centers are equipped with computers, books, magazines and other reading materials. These centers offer educational/programs for various audience. These centers serve at least six thousand people all over Afghanistan.

## Job Summary

This is a full time job, the incumbent will work with Admin and HR Manager.

Date Posted:	<b>9 May 2018</b>	Reference:	<b>216</b>
Closing Date:	<b>23 May 2018</b>	Work Type:	<b>Full Time</b>
Number of Vacancies:	<b>1</b>	Gender:	<b>Female</b>
Functional Area:	<b>Human Resources</b>	Open Ended:	<b>No</b>
Nationality:	<b>Afghan</b>	Salary Range:	<b>As per NTA salary Scale</b>
Contract Type:	<b>Fixed-term</b>	Years of Experience:	<b>3 Year(s)</b>
Contract Duration:	<b>0 Year(s) &amp; 0 Month(s)</b>	Extension Possibility:	<b>Yes</b>
Probation Period:	<b>3 Months</b>		

## Duties and Responsibilities

- 1) Assist with day to day operations of the HR functions and duties
- 2) Provide secretarial and administrative support to Human Resources managers
- 3) Collect and update employee records (hard and soft copies) and keep the system update.
- 4) Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, and performance evaluations etc)
- 5) Deal with employee requests regarding human resources issues, rules, and regulations.
- 6) Conduct initial orientation to newly hired employees.
- 7) Collect employees' monthly time sheets and fill hard and soft copies.
- 8) Assist with the evaluation of staff.
- 9) Any other duty as assigned.

## Qualifications

Bachelor Degree, degree in English Literature is preferred.

### Skills

Good communication skills both oral and written

### Job Location

Afghanistan - Kabul: PROVINCIAL CENTER (KABUL)

### Education:

Bachelor's Degree, Administrative

### Submission Guideline

Send you resume to below email address and write the position title and reference number in your email subject line.

### Submission Email

[apply@sdroaf.org](mailto:apply@sdroaf.org)