



Position Announcement: HR Officer

Number of Vacancies: 1

Location: Kabul

About the Role:

We are currently seeking an experienced and dynamic Human Resources Officer to join our team. The Human Resources officer will be responsible for the Recruitment, Selection, Payroll, Personnel File Management, Leave Management, Performance Management, reporting to the supervisor. The successful candidate will possess a deep understanding of coordination and team work modelling, and CRUX regulations.

Key Responsibilities:

- Guide the HR subordinates on proper implementation of CRUX rules and regulations as stipulated in the relevant policy documents.
- Ensure effective and timely communication with Sub-Offices and keep them updated on the organization's admin/HR related issues.
- Keep all CRUX Admin and HR policies updated in line with rules and regulations of the government.
- Ensure implementation of Human Resource database in Field Offices.
- Updated and complete personal files of all CRUX employees (full-time, part-time, contracted).
- Handle the recruitment process (job announcement, shortlisting, interviewing) in line with CRUX's policies & regulations.
- Orientating the new employees on the job's requirements.
- Timely submission of all Field Offices payrolls to finance department, and keep record thereof in HR department.
- Provide timely information to staff regarding security issues and take immediate action in consultation with top management.
- Arranging the meetings, workshops and conferences in provincial office.
- Responsible for attendance record and checking attendance register on daily basis,
- Ensure that all Admin/HR staff have monthly action plans, activity reports and make sure that proper follow up and advices are provided to them.
- Follow any other related task assigned by Supervisor

Required Qualifications:

Education:

- Bachelor's degree in Human Resources Management, Business Administration.

Experience:

- Strong experience in Human Resources management support such as Recruitment & Selection, Payroll processing, Personnel File Management, Leave Management, Performance Management.
- Demonstrated ability to maintain confidentiality.
- At least 4 years of experience in the relevant field as an HR expert.

Skills:

- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, E-mail, Outlook).
- Excellent Communication & Negotiation Skills

- Ability to work with minimal supervision in a multi-cultural organization.
- Accuracy & Attention to Details.

How to Apply:

Submit your resume, cover letter, and any relevant certifications to hr@cruxafc.com with “**HR Officer Application**” as the subject.

Deadline for Application:

28 April 2024.