

Title	Sr. HR Officer
Vacancy Number	VA - AFG/THRCP/MOPW 185/2020
Ministry	Ministry of Public Works (MOPW)
Organization	Trans Hindukush Road Connectivity Project (THRCP)
Duty Station	Afghanistan, Kabul
City	Kabul
Duration	1 year With Possibility of Extension
No of Jobs	1
Nationality	Afghan
Sex	Male/Female
Salary Range	According to NTA Salary Scale (C)
Announcing Date	26 – August – 2020
Closing Date	8– September– 2020
Job Type	Human Resource
Shift	Full Time
Job Status	Sourcing
Experience	5-7 Years

Background:

Trans-Hindukush Road Connectivity Project (THRCP) is is financed by IDA-World Bank. The grant agreement signed on November 14, 2015 and expected completion date is December 31, 2022. The overall project fund is US\$ (255) two hundred fifty-five million (equivalent to SDR 178.1 Million as per PAD) with 5M\$ five million USD of contribution from the GIROA.

The objective of the project is to improve road transport connectivity across the Hindukush Mountain range, with following main activities:

Part One: Road construction and rehabilitation, which is focused on the construction of B2B road along with Salang road and tunnel with the length of 152 km and 86 km respectively, including the provision of equipment, consulting services for the same.

Part Two: Carrying out Institutional support and project management programs to improve capacity to manage, operate and maintain the project; implementation of appropriate arrangement for effective and efficient management, operation and maintenance of the B2B road and the Salang tunnel; community engagements and training along with capacity building.

THRCP's Operation/HR Unit is responsible for recruitment, payroll and attendance, training and development, negotiating salaries, contracts, notices to employees, data management of the unit and ability and performance assessment of employees within THRCP.

On behalf of MOPW, the PMT THRCP project is seeking a qualified Senior Human Resource Officer.

Purpose and Scope of Assignment:

Under the World Bank financing, the THRCPC intends to hire one (1) HR Senior Officer with experience in public human resources, especially with knowledge and experience of World Bank projects and restricting know-how to provide to the THRCPC's human resource unit with the required support and build the capacity of the existing and new staffs in this area. The expert will act as a counterpart and support to THRCPC's Human Resources Unit and staffs and as a mentor to them and shall report to the Executive Director of the project. The responsibilities include overseeing the recruitment process, designing policies and setting objectives for the HR team.

Besides, the unit shall develop and maintain periodic human resources reports for management, utilizing standard HR-related metrics and key performance indicators for current and new contracts.

Develops, updates, implements and/or communicates personnel policies and procedures in compliance with standard HR practices, laws and regulations;

The Deputy Team Leader's/Contracts Manager's major role are the following but not limited to:

1. Forecast staffing needs and work with unit heads in recommending staffing structures and needs to fully implement project.
2. Develop and implement the HR strategy aligned to the project objectives and World Bank HR procedures.
3. Maintain employee data (paper and/or electronic) in secured lockers with defined access levels and an up to date list of all current staff is available.
4. Work with other managers in achieving HR minimum standards in compliance with labor Laws and maintain/ update HR records as per the standard compliance checklist.
5. Prepare and maintain all personnel records (leave records performance reviews reports promotions transfers leavers sickness maintain all confidential documents pertaining to personnel and HR matters) and related monthly HR Information systems (Leave Status reports Quarterly employee turnover report Update employee database)
6. Ensure compliance with appropriate health and safety standards; audit requirements
7. Contribute to strengthen coordination and collaboration within teams and across all teams maintain and ensure constructive communications build team morale within individual teams and within the whole THRCPC contribute to a positive working environment
8. Comply with all relevant policies and procedures with respect to Code of Conduct Fraud Prevention Policy Harassment Free Environment and other relevant policies. Ensure that all staff read and comply with the relevant policies and such form are attached in their personal files
9. Facilitate and ensure that performance reviews are conducted regularly by supervisors, provide training and advice to all unit heads on use of performance management
10. Provide guidance to area project units in finalizing area level plans for gap analysis, training need assessment and capacity building of staff and formulating the annual training calendar
11. Ensures smooth running of the work by addressing any employment relations issues, such as work complaints along with develop and add KPIs in employees' contracts
12. Maintains the work structure by updating job requirements and job descriptions for all positions.
13. Support and suggest improvements to the entire recruitment process and monitor HR metrics (e.g. turnover rates and cost-per-hire)
14. Any other tasks asked by Executive Director.

3. Assignment outputs and deliverables

The HR Senior Officer shall be required to submit the following outputs –

- Inputs for Strategic Plan as and when required.
- Training Needs Assessment (TNA) of the Directorate's officials and related auditors within two months of joining and training materials during the period of assignment.

- Effective staff performance and attendance, negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives.
- Recruiting the qualified personnel as a restructuring process in due time.
- Review and revision of general HR procedures and forms to enhance efficiency and effectiveness.

Qualifications and Experience:

a. Education

- Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, and Social Science or relevant field is required.
- Mater Degree will be given preference

b. Work Experience

- At least 5 years of relevant post qualification experience in related HR field
- Previous experience in providing HR support and administration in UN and NGO is highly desirable.
- Familiarity with WB funded projects is an asset;
- Experience working with Government of Afghanistan Ministries is highly desirable.

c. Key Competencies

- Excellent working knowledge of English, both written and verbal. Fluent, both written and verbally, in Dari/Pashto.
- Good working knowledge of MS Office application (Word, Excel), email/internet.
- Be able to exercise good judgment and be able to maintain confidentiality and conduct duties with integrity.
- Has good interpersonal skills and makes sound and reasoned judgments.
- Is able to manage and mentor a team and supervise in a participatory and capacity building manner.
- Be willing and able to meet tight deadlines and work long hours when required.
- Is a self-starter, takes initiative and strives to meet deadlines.
- Be able to work in a multi-cultural environment.

Required Documents:

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Master degree by Ministry of Higher Education
- Copy of verified Afghan ID Card (Tazkera)
- Copy of verified last Posting Contract
- Certificate's and Appreciation Letter's

Submission Guideline:

Submission Guidelines:

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae, via Email Address: vacancies@thrcp.gov.af. Kindly indicate the vacancy number (VA – AFG/THRCP - MOPW 185/2020) and the post title (Sr. HR Officer) in the subject line when applying by email.

Additional Considerations:

Applications received after the closing date will not be considered.

Only those candidates that are short-listed for interviews will be notified.

"Women are highly encouraged to apply"

Announcing Date

26 – August – 2020

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