

TERMS OF REFERENCE MPW/PMO

Post Title:	Senior HR Officer
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probation)
No. of Post	1
Duty Station	MPW/PMO - Kabul
Salary	As per NTA salary scale (Grade C)
Work hours	Full time
Vacancy No	MPW/PMO/HR-032
Date of announcement	26 January 2021
Closing Date	8 February 2021
Gender	Male/Female

1.0 Background

Program Management Office of the Ministry of Public Works have an ongoing portfolio in transport sector from the various Grants provided by Asian Development Bank (ADB). Currently PMO is implementing Various National Highways projects and System Development project and is designated to handle the implementation related tasks that includes

(a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors) etc. (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

2.0 Job Description

- The Senior HR Officer will also have an ability to distinguish between conflicting demands, scheduling, and planning in order to meet priorities and deadlines. He is further tasked with tracking all matters pertaining to employee pensions. The Senior HR Officer also takes initiative in enforcing the importance of complying with the HR policies, procedures, and processes. He also has the duty of

- **Collaboration:** The role of the Senior Officer is a collaborative one where he liaises with the finance department and provides essential information that ensures that pay roll is carried out in accordance with policies approved by the ADB Head of HR and MPW HR directorate. The Senior HR Officer also works closely with the ADB Head of HR and MPW HR directorate in the development of the business's overall human resources strategies to guarantee the implementation of HR best practice across the business and in accordance with specified business objectives.

- The Senior HR Officer is additionally tasked with ensuring that all payroll instructions are prepared, logged, and submitted to the Payroll Manager in a timely manner, meeting the business's monthly payroll run, for example, new starters, contractual variations, leavers, benefits, and contractual benefits.

- **Recruitment and Selection:** The Senior HR Officer also plays a major role in selection and recruitment where he carries out administrative duties, for example, the preparation of recruitment documents and materials, organization of the recruitment timetable, drafting and placing adverts, administering recruitment campaigns through the e-recruitment systems, sitting on interview panels, and administering tests. In this position, the Senior HR Officer also ensures that the HR recruitment team complies with safe recruitment practices and compliance inclusive of background checks.

- **On-boarding and Induction:** The Senior HR Officer the process through which new employees are taken aboard and indoctrinated, for example, preparation of contracts, volunteer agreements, as well as the processing of all pre-employment checks. The Senior HR Officer additionally conducts induction meetings with new employees and liaises with departmental heads and managers in ensuring that they are fully aware of their roles and responsibilities in the induction process. In this capacity, the Senior HR Officer also oversees and records the business's quarterly/annual appraisal cycle and training needs.

- **Analytics:** The Senior HR Officer plays an analytical role ensuring that the human resources database consistently and accurately reflects the current staff details and conditions. This is inclusive of inputting starters and leavers, changing of details, contractual amendments, annual leave, and the recording of sick and other leaves.

- In this capacity, the Senior HR Officer creates appropriate reports from the human resources database for monitoring and auditing employee data, training, and performance, among other processes. The Senior HR Officer also monitors, analyses, and reports on the success of implemented administrative policies to the ADB Head for HR and MPW HR Directorate and avails solutions where improvements may be needed.

- **Knowledge:** The Senior HR Officer provides day-to-day advice to departmental heads, managers, and employees on general HR related policies and procedures, forwarding issues that are more complex to the Program Director.

- **Other Duties:** The Senior HR Office also performs similar administrative duties as are necessary for the proper execution of his duties and duties as delegated by the Program Director.

3.0 Job Requirements:

The interested candidate should possess preferably a University degree in Business Administration with specialization in Human Resource Management work, having 7 years' experience, preferably in a similar position handling office administration and management, etc., with good written and oral communication skills in English and having computer skills – (knowledge of working on MS Excel and MS Word).

4.1 Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Senior HR Officer – MPW/PMO/HR-032) applied for in the subject of your email to PMO Office of Ministry of Public Works through email at pmo.recruitment@gmail.com

with a copy to adbafrm@adb.org, without mentioning the position title/vacancy number your application may not be considered. Application received after 08 February 2021, will not be shortlisted for written test/Interview.

Note: Only Shortlisted candidates will be contacted.

Female Candidates are highly encouraged to apply.

Submission Email:

pmo.recruitment@gmail.com