

Vacancy Announcement

Position Title: Human Resources Specialist (Talent Acquisition and Onboarding)
Reports To: Director of Human Resources
Location: Kabul, Afghanistan

AUAF Background:

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,250 and we hope to reach 1,500 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

The AUAF Administration is seeking a qualified international candidate for a Full-time position of Human Resources Specialist based in Kabul, Afghanistan.

Position Summary

The role is responsible for the effective implementation of recruitment and selection policies, systems, procedures, candidate targeting and establishes frameworks related to recruitment and onboarding programs within the Directorate Recruitment, Performance Review and Staff Relation.

Key outcomes include:

- An effective recruitment, selection, onboarding system implemented across all AUAF.
 - Transparent, fair and effective competency based recruitments for both staff and Faculty staff in compliant to AUAF and donor regulations.
 - Applicant Tracking System and other online systems e.g. Inter-folio effectively utilized within AUAF.
1. The systematic classification/grading of jobs and equitable remuneration of jobs in according with AUAF and NTA pay scales and grading system undertaken.
 2. Effective management of the full recruitment cycle.

Responsibilities:

Hiring Management

- a. Manages the recruitment cycle for both staff and Faculty employees hires, inclusive of employee hiring, onboarding up to off-boarding processes.
- b. Use a combination of recruiting techniques to identify, evaluate, and hire top-tier talent. Build pipelines of qualified candidates through strategic sourcing initiatives, networking and market research
- c. Advocate for both business and candidates throughout the hiring process, establishing regular touch points and consistent communication
- d. Leverage data and insights to inform business stakeholders and improve recruitment metrics
- e. Work with a strong sense of urgency, filling the highest priority needs for the company
- f. Ensures recruitment integrity through effective utilization of the Applicant Tracking System and other online recruitment systems e.g. Inter-folia to process recruitments.
- g. Provides technical support, training and guidance to recruiting managers on recruitment and selection, the correct usage of the Applicant Tracking System and other online recruitment tools thus ensuring quality and consistency of recruitments across the AUAF.
- h. Drafts JDs, adverts and recommends appropriate media that ensures correct targeting of applicants (both staff and faculty)
- i. Liaises with recruitment outsourcing firms for hard to recruit positions (national and international) and ensures keeps quality trends of recommended candidates from each source.
- j. Develops a recruitment and selection system that appropriately targets candidates with the right skills thereby ensuring the availability of adequate staff capacity in terms of numbers and skills that enables the AUAF to achieve its goals.
- k. Develops and implement a gender mainstreaming policy and a diversity plan that ensures recruitment and advancement of females and disadvantaged groups especially in rural areas.

Onboarding and Contract Management

- a. Acts as the first point of contact with new employees, ensuring the AUAF brand is upheld through the onboarding process (initial contact with applicants through interview invitations, contract negotiations/offer and contract briefing, induction up to end of their first year in AUAF).
- b. Ensures new employee files are up to date, with all recruitment documentation filed. Liaises with other units and ensures new employee data is correctly entered into HRMIS and payroll.

- c. Liaises with Departmental Heads and ensures the onboarding processes of new staff is in accordance with AUAF Onboarding Policy and Procedures.
- d. Liaises with Heads of Departments/Departmental Chairs and ensures new hires have set probationary performance objectives within four (4) weeks of assumption of duty and end of probation confirmations are timely done.
- e. Liaises with Heads of Department/ Department Chairs on contract renewals and ensures the timely renewal of contracts.
- f. Ensures exiting staff undergoes a debrief and that exit procedures are completed

Required Qualification and Experience

- Bachelor's Degree in Human Resources Management, Social Sciences or related studies.
- Minimum of 5 years' relevant experience managing recruitment function in a high paced recruitment environment. Experience recruiting faculty and staff within the Education Sector is highly desirable.
- Demonstrated ability to give effective advice and support in the development of strategies, policies, and guidelines
- Demonstrated ability in tracking actual expenditure to budget.
- Skilled in the use of Microsoft applications MS Word, MS Excel, MS PowerPoint

Required Skills:

- HR Business Processes Implementation
- Managing a business unit
- Work plan development
- budget preparation
- problem solving and decision making
- Capacity Building
- ICT Skills

Submission Guideline:

Applicants must submit their resume and cover letter in one document as PDF or MS Word to jobs@auaf.edu.af Applications are accepted in English only. Please include "**Human Resources Specialist**" in the subject line of the email.

Application Deadline: All applications must be submitted on or before February 20th, 2019. After reviews of the applicants, interviews for the finalists will be set up.