



Date: 07 /01/ 2010

AFGHANISTAN INFORMATION MANAGEMENT SERVICES (AIMS)
a Non-Governmental Organization

Post Title: **HR Manager**

Organization Unit: Afghanistan Information Management Services (AIMS)

Vacancy Announcement No: 2010/01 /005

Duration: Permanent (with three months probationary period)

Duty Station: Kabul

Number of Position: 1

Issue date: 03-Feb -2010

Closing date: 20-Feb-2010

Salary: According to AIMS salary scales

AIMS Mission Statement:

Afghanistan Information Management Services (AIMS) is one of the Afghan Non-governmental organizations under the structure of Ministry of Economy working for Government of Afghanistan. AIMS mission is to serve the government of Afghanistan and broader humanitarian organizations in the area of information management and capacity building.

Background:

AIMS was initially established in 1997 to help the Afghanistan Government and the broader humanitarian community to work more efficiently through the provision of products and services in the field of Information Management (IM) particularly by building IM capacity of the government.

AIMS established as a NGO in June 2008, with its main office in Kabul and five regional offices in Jalalabad, Kandahar, Hirat, Kunduz and Mazar-i-sharif. AIMS has distributed over 50,000 maps (topographic, road , administrative and thematic) and trained over 5,000 government employees from 23 ministries in basic English/computer programming, Geographic Information Systems (GIS), use of global positioning systems (GPS) and in database management, technology awareness and project management.

AIMS capacity building activities are implemented in a context where capacities in administration, communications and management are low, if not non-existent. Through capacity building of civil servants and formal training in information management technology and application, AIMS has raised the level of competency of government staff, increased workflow efficiency and enhanced planning capacities of key government ministries. The relevance is high, and it will remain so, as it contributes to improved governance, transparency, accountability and efficiency in development.

The support its five regional offices have given to the local governments is invaluable. In its endeavor to provide world class service, AIMS has developed and institutionalized mission-critical software applications for institutions of the Government of Afghanistan (GoA), and provided, in line with development information management best practice, guidelines and procedures to enhance effectiveness and efficiency of government operations.

AIMS continued to strengthen its own capacity and effectiveness as an organization that can sustain itself through project based services both for the public and private sectors. The continued needs for AIMS services has lead to development of the Transition and Sustainability Plan for the AIMS to be an independent service provider from the year 2008, and the AIMS will focus on building its international capacity to enhance its quality services and capacity in 2007.

Rational:

AIMS require a professional Human Resources Manager, who will form part of OSS department, based in Kabul.

Management Arrangements:

Under the general guidance of the Chief of Admin/ Finance the HR Manager will be part of the (OSS) team and work closely with AIMS Management and all departmental staff.

Duties and Responsibilities

1. Develop and implement HR Strategic plan and policy by close coordination with supervisor
2. Full compliance of HR activities with AIMS rules and regulations, AIMS policies, procedures and strategies; effective implementation of the internal control, proper design and functioning of the HR management system.
3. Continuous analysis of corporate HR strategies and policies, assessing the impact of changes and making recommendations on their implementation in the AIMS.
4. Continuous research of the matters related to conditions of service, salaries, allowances and other policy matters. Elaboration and introduction of measurement indicators, monitoring and reporting on achievement of results.
5. AIMS HR business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in HR management, control of the workflows related to HR.
6. Planning & follow up with concern employees for design and implementation of computerized HR system... development of HRMIS
7. Check compliance of HR policy with Labor law & other government regulations.
8. Management of recruitment processes including job descriptions, job classification, vacancy announcement, screening of candidates, arranging test and/or interview panels, making recommendations on recruitment. Oversight of recruitment under AIMS projects to identify potential candidate.
9. Prepare & Management of employees contracts, Monitoring and tracking of all transactions related to positions, HR data, benefits, earnings/deductions, recoveries, adjustment, leave & other HR related information.
10. Elaboration and implementation of the protocol for performance appraisal process, facilitation of the process, elaboration of performance evaluation indicators in consultation with the Senior Management.
11. Provision of effective counseling to staff on career advancement, development needs, learning possibilities.
12. Organize information meetings with employees on the HR rules & procedures.
13. Assist in related activities with Finance, Admin, Logistics, Procurement, Security etc.
14. Assign ID number and provide ID cards to all employees.
15. Coordinate with admin analyst for international staff Visa & work permit etc. requirements
16. Synthesis of lessons learnt and best practices in HR.
17. Sound contributions & contact with knowledge networks and communities of practice
18. Consolidate and update the AIMS organization chart.
19. Prepare the necessary information and statistical data for drawing up budgets and salary costs.
20. Calculate the taxes on wages and salaries, Pension etc. through close coordination with finance for payment and recording of HR related financial transactions. Payroll administration & work time management of AIMS.
21. Keep Updated & complete filing system of all relevant documents of HR e.g. signed contract, photocopy of documents, Photograph etc.
22. Completion of reference checks for new employees and ensure security clearance of the employees.
23. Any other duties assign by the supervisor

Minimum Qualification and Experience Required:

Education	<ol style="list-style-type: none">1. Education: Master degree in HR or other related fields.2. Languages: Fluency in Dari/Pashto and English.3. Strong analytical skills.4. Strong oral and written communication skills.5. Able to adapt quickly to changing needs and priorities and should be able to work for long hours at times of high work load.6. Office package usage i.e. MS Word, MS Excel, MS access.7. Able to work independently and also as a team member.
Experience	Three years directly relevant experience.

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Submission of Application

This post is open for qualified Afghan Nationals who meet the qualification and competency of the organization and committed to Afghanistan and broader International Community.

All applications by electronic copy needs to be submitted to:

Vacancies@aims.org.af

Afghanistan Information Management Services (AIMS)

Human Resources Management unit

House # 1070, Street 15, 1st Sub-Street, Wazir Akbar Khan

Kabul, Afghanistan,

For more details: Please visit AIMS website: www.aims.org.af

AIMS is an Afghan Non-Governmental organization with its main office in Kabul, Afghan qualified Female/Male are highly encouraged to apply