



VACANCY ANNOUNCEMENT

VACANCY NO	Q-IRQ-VA-19045
POSITION	HR and Admin Officer-Erbil
REPORTING TO	Head of Erbil Office
NUMBER OF POSITION:	01
DUTY STATION:	Erbil Governorate
EMPLOYMENT TYPE:	Full- time (Sunday to Thursday 8h00-16h00)
CONTRACT DURATION:	Till 30-September-2019(Renewable based on Fund)
TYPE OF ANNOUNCEMENT:	Internal & External
ANNOUNCEMENT DATE:	23 May 2019
APPLICATION DEADLINE:	27 May 2019

Background:

QANDIL is a Swedish non-profit, non-political, non-religious humanitarian aid organization that was founded in 1991 in Stockholm, Sweden. Which is been registered and licensed under the number of (675-F) in Kurdistan region of Iraq. QANDIL provides humanitarian aids to Internally Displaced Persons, Refugees, and host communities in Iraq through health & hygiene, education, emergency response and protection projects.

Duties and Responsibilities:

- Establish, manage, and maintain personnel files in an accurate and consistent manner.
- Substantiates applicants' skills by administering and scoring tests where applicable.
- Schedules candidate interviews by coordinating appointments with the relevant panel members.
- Welcomes new employees to the organization and conducts orientation.
- Provides payroll information by collecting time and attendance records.
- Maintains and regularly updates attendance records and Time Sheet of staff.
- Submits employee data reports by assembling, preparing, and analyzing data and information.
- Maintains employee information by entering and updating employment and status-change data.
- Provides secretarial support by entering, formatting, and printing information; organizing work.
- Maintains staff confidence and keeps human resource information highly confidential.
- Prepares Employment contracts
- Enters all required data of all staff members into QANDIL's HR system and policies
- Reviews all applications to vacancies; prepares candidate shortlists; participates in recruitment
- Keeps records and maintains all relevant correspondence, incoming and outgoing letters;
- Creates and maintains filing and reference system as per QANDIL's guidelines;
- Drafts routine correspondence, letters, documents and forms related to QANDIL admin matters.
- His /her line manager may also assign HR and Admin officer other relevant tasks.



REQUIREMENTS:

- Bachelor Degree in Business Administration or human Resource;
- At least three years' experience in the same position or HR field;
- Experience working with NGOs or humanitarian organizations is a plus; understanding of humanitarian principles & values is a must;
- Fluency in English, Arabic and Kurdish Languages;
- Proficiency in Microsoft Office, especially Word, Excel and Outlook email;
- Strong organizational and problem-solving skills;
- possesses strong cross-cultural communication skills, both written and verbal;
- Able to work in a team and as individual;
- Good management, administrative and communication skills;
- Must be organized, able to multi-task, flexible, and able to work as a team and individual;
- Be very flexible regarding time, tasks and responsibilities

HOW TO APPLY:

Interested applicants must send a cover letter with their most recent CV to recruitment@qandil.org Subject line must read: **HR and Admin Officer - Erbil**

Note: Applications not meeting the specified minimum requirements or received after closing date may not be considered. Shortlisted candidates will be contacted for an interview that may include a written test of communication and writing skills.