



Doctors Aid for Medical Activities (DAMA) Organization

منظمة اطباء مساعدون للنشاطات الطبية

Vacancy Announcement

Vacancy Title	Senior HR/Admin Officer
Number of Posts	1
Type of Contract	Employment Contract
Duration of Contract	12 Month
Duty Area(s)	Erbil HQ Office
Posting Date	24/9/2019
Closing Date	29/9/2019
Recruitment Type	Urgent

ABOUT US:

Doctors Aid for Medical Activities (DAMA) is a non-profit, non-governmental local Iraqi organization founded in Erbil-Kurdistan region of Iraq under the decree of the directorate of NGOs registration in Kurdistan & the Federal Government of Iraq, on the basis of serving, supporting, and motivating the surrounding community and the internally displaced people in Iraq. DAMA aims to provide high quality medical care to disadvantaged individuals along with spreading awareness on healthy living and disease prevention.

ESSENTIAL JOB DUTIES/SCOPE OF WORK:

JOB OBJECTIVES

1. Ensure that all Human Resources Policies are properly implemented, acknowledged and communicated to all staff.
2. Ensure that all staff are paid correctly according to their earned monthly compensation and on time.
3. Ensure a smooth, transparent and correct implementation of the recruitment procedures.
4. Maintain proper employee filing system with all the required documents according to standard Employee File requirement in both soft & hard copies.

5. Maintain the application & follow up on national/donor regulations, communicate them when needed.
6. Ensure proper staff development & training within the organization, in compliance with the organization procedures.
7. Ensure all staff attendance is tracked and monitored on a daily/weekly/monthly basis (upon the requirement) of all the facilities.
8. Assist the HR Manager in the processes of Performance appraisals, Complaints & Grievances.
9. Ensure a smooth employee contracting, On-boarding & separation procedures.
10. Developing staffing strategies and implementing HR, Admin programs and plans. Identifying and cultivating effective and appropriate sources for employees for all levels.
11. Managing the human resource information management system and payroll system and providing staff and managers with the essential reports to support decision making and management.
12. Preparing and managing employee leave request according to DAMA policies
13. Managing the risk management work functions and assisting in developing a healthy and safety programs for staff.
14. Directly supervise Senior HR & Admin Officers, HR and Admin Officers and HR and Admin Assistants
15. Participating in country management meetings.

RESPONSIBILITIES

1. Maintain the application of HR procedures & policies among the staff. Communicate those policies & procedures to employees in an effective way.
2. Generate/Prepare the monthly payroll information according to employee attendance, leaves, deductions, overtime, employee changes, wages, and allowances etc.
3. Participate in the implementation of the recruitment process in coordination with the HR Manager and ensure documentation of all the steps.
4. Store employee documents in a solid/organized filing system according to the department requirements (in both hard & soft copies)
5. Follow up, understand and apply the national/donor regulations and report them when necessary.
6. Assist the HR Manager in preparing development plans, assessments for staff development. Organize training sessions (when required) while ensuring proper documentation is included.
7. Track & monitor employee attendance, leaves, office hours, field hours.
8. Assists the HR Manager in the process of Performance Appraisals.

9. Receive, process, report complaints & grievances from all staff.
10. Field staff monitoring (general status, complaints, motivation, satisfaction, productivity, commitment)
11. Responsibility of preparing contracts and/or amendments for current/new employees according to the requirement of projects/departments.
12. Ensure a smooth employee separation process

PERSONAL QUALIFICATIONS:

Qualifications:

- Bachelors Degree (Business Administration is preferred)
- Fluently Speaks (English, Arabic & Kurdish)
- Very good knowledge in HR procedures & HRM Elements
- Minimum of 1 year experience in HR
- NGO/INGO experience is necessary
- Willing to travel to work locations within Iraq when necessary
- Flexible with time and doesn't mind working over time
- Reliable & responsible
- Effective and ambitious
- Fast learner & quick troubleshooter
- Handles working under pressure
- Multitasking

Skills:

1. Advanced computer skills in:
 - Microsoft Office Programs (Critically Excel, Word, Power point)
 - Basic Computer usage (Emails, Outlook programs, Printers, scanners, etc)
2. Very good communication skills in all languages
3. Very good leadership skills
4. Negotiation & persuasion skills
5. Task Management & reporting skills

HOW TO APPLY:

Only motivated candidates that address the stipulated duties and meet requirement qualification will be contacted for an interview and processed according to DAMA Human Resources policies and procedures

DAMA is an equal opportunity employer and reserves the right for all candidates to apply to its vacancies without any discrimination.

For those who have the potential and the job requirements, please send your updated resume (In English) with subject line marked "**Senior HR/Admin Officer - Erbil**" to jobs.dama.iraq@gmail.com no later than **(28/9/2019)**.

DAMA reserves the right to recruit any suitable candidate before the above dead line for application.

Only CVs with Word or PDF format will be accepted



DAMA