

## Job Vacancy: Human Resources Assistant/Erbil

**Job Title:** Human Resources Assistant  
**Department:** Human Resources and Administration  
**Responsible to:** Human Resources Officer  
**Location:** MAG Iraq HO, Ainkawa, Erbil

MAG is a **humanitarian organisation** clearing the remnants of conflict for the benefit of communities worldwide. MAG is co-laureate of the 1997 Nobel Peace Prize and has been operating in Iraq since 1992 and is operational in five governorates. MAG's extensive experience and longevity in Iraq and deliver diverse programmes across emergency and development response projects, including support, training and collaboration with national NGOs.

### Overall purpose of the job

MAG is looking for a qualified, experienced and skilled candidate who can ensure the effective and efficient day-to-day assistance in running of all aspects of HR duties within MAG Iraq in Erbil Head Office.

### Detailed and Main duties:

- Regular updating of MAG Iraq contact list.
- Preparing MAG ID Cards for national employees.
- Involving in recruitment process in terms of calling the shortlisted candidates or supervising the test and attending in interview panels as HR representative if required by line manager
- Ensuring archiving of documents for the HR Department (personal files, recruitment fields etc.)
- Making regular audit in the HR files (contains all required documents according to checklist)
- Monitoring national staff performance probation and updating HR Officer on the deadlines.
- Draft new employee appointment letters and employment contracts for Human Resources Manager to approve
- Ensure that pre-employment checks are completed and that all necessary paperwork is received from new staff.
- Organise induction programmes for all new staff in line with MAG policy.
- Update and maintain the "active list" database of all individuals potentially available to work for MAG.
- Maintain personnel records including absence and holidays and ensure that copies of relevant correspondence are kept on individual personnel files.
- Updating the MAG Iraq HO national staff database and submit monthly database updates to the HR officer.
- This job description must remain flexible, to respond to additional tasks or changes as identified by the line manager.
- Ensuring that all paper and computerised HR files and records are maintained and up-to-date.
- Providing written and oral translation support when and if required.
- Assisting with following up and archiving MAG official letters to governmental departments.

**Note: This job description should remain flexible to respond to any additional tasks or amendments requested by the line manager.**

### Person selection criteria

The post holder should be able to demonstrate the following attributes:

- Good command of Kurdish, English and Arabic Languages.
- Minimum one year work experience in HR Assistant or a similar role.
- Bachelor's degree in human resources, administration or any related field.
- Excellent computers skills in Ms(Excel, word, PowerPoint, and access)
- Work in compliance with/ uphold MAG's Safeguarding framework - Policy on Personal Conduct, Protection of Children and Vulnerable Adults Policy, Dignity at Work Policy, Reporting Malpractice (Whistleblowing) Policy, Equal Opportunities Policy and Policy on Modern Slavery.

### Application procedure for the position

All candidates interested in applying for this position should send their updated CV, in English, to this email [Jobs.IQ@maginternational.org](mailto:Jobs.IQ@maginternational.org). The candidates who do not meet the selection criteria will not be considered. All the Applicants must mention the job title (**HR Assistant/Erbil**) in the subject line of their email. Applications with no job title in the subject line would automatically be rejected.

MAG is an equal opportunities employer; women are highly encouraged to apply.

**Closing date for applications is 27<sup>th</sup> February 2019.** Late applications will not be accepted