

Job Vacancy: Human Resources Officer/Erbil

Job Title: Human Resources Officer
Department: Human Resources and Administration
Responsible to: Human Resources and Administration Manager
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 running of all aspects of HR duties within MAG Iraq in Erbil Head Office.

Detailed and Main duties:

- Provide administrative (printing, scanning etc...) support to the HR Manager, as required.
- Coordinate the recruitment and selection process for national staff including:
- Liaising with managers Erbil office to identify requirements;
- Drafting adverts and identifying appropriate media opportunities;
- Advising on appropriate selection methods;
- Conducting selection interviews with departmental managers;
- Ensure interview and selection process is documented:
- Ensuring correspondence with all candidates is completed;
- Ensuring that contracts are accurate, legally compliant and reflect the operational needs of MAG;
- Coordinating timely and accurate correspondence with successful candidates, appropriate Sector staff and field programme management to ensure speedy deployment (appointment letters, contracts, medicals, references, etc.)
- Follow up and administer staff probation and appraisal with the relevant line managers in the whole program.
- Issue ID cards for all the national staff.
- Administer program training paperwork's and ensure the process is accurately documented.
- Ensure all information is filed according to guidelines.

Person selection criteria

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

- Good command of Kurdish, English and Arabic Languages.
- Bachelor's degree in human resources, administration or any related field.
- Good working habits, analysis skills and accuracy
- Ability to work under pressure and long hours
- Excellent computers skills in Ms(Excel, word, PowerPoint, and access)
- Willingness to work in a multi-cultural environment

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. The candidates who do not meet the selection criteria will not be considered. All the Applicants must mention the job title (**HR Officer/Erbil**) in the subject line of their email. The 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 27th February 2019. Late applications will not be accepted