

Position Description: Human Resources Assistant- Recruitment (ASU)

❖ Basic Function of the Position:

Under the direct supervision of the EFM Deputy Human Resources Officer, performs all aspects of recruitment function for Locally Employed (LE) Staff positions for the Afghanistan Support Unit.

❖ Major Duties and responsibilities:

Vacancy Announcement: Drafts Vacancy Announcements based on an accurate position description. Arrange supervisory clearance and Management Officer approval of VA. Arrange distribution and publishing of VA.

Screening of Applications: Receives and conducts a paper review of all applications to make sure they meet the minimum qualification requirements. Separate unqualified and ineligible applications from the qualified ones. Bands all qualified applications as "Minimally Qualified", "Adequately Qualified" and "Highly Qualified" based on their education and numbers of years of prior work experience. Forwards all qualified applications to the selecting supervisor.

Interviews: Works with the selecting supervisor, arranges, proctors and scores written and/or English Placement Test (EPT) for the best qualified candidates after the paper review of applications. Works with the selecting supervisor and arranges interviews which include setting up of time and venue, notifying and arranging chancery access for interviews. Works with the selecting supervisor in drafting the standard interview questions and also participates in the interview panel as HR observer.

Appointment: Notifies selected candidate and makes a verbal followed by a written job offer. Notify unsuccessful candidates via email. Arrange pre-employment medical and security clearances for the selected candidate. Provide HR orientation for the new hire. Administer completion of initial employment forms. Prepares personnel action and makes arrangements for employment identity card and enrollment in the online LE Staff Ethics training course. Works with the supervisor and identifies a local staff sponsor to familiarize the new hire into the Mission systems and elements.

MClass Advisor: Assists supervisors in drafting position description and Job Discussion Help Sheet. Reviews completed position description and submits to Regional Classification Center. Advises supervisor of the resulting grade of the position and updates HR records. Helps resolve any dispute arising from the result. Initiates appropriate personnel action if the position is encumbered.

Other Support Functions (Time: 15%) Assist with the data entry and maintenance of the complete and accurate list of Mission-wide LE Staff employees and position data within the WebPass system. This includes the quarterly in-depth review/audit of all data and the upon-demand review for special data calls: mission strategic plan, ICASS counts, capital cost sharing, post profiles, etc. Perform any other tasks as assigned and/or during special HR projects.