

# Human Resources/Procurement Assistant



RTI International

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Deadline: 25.07.2020 23:59:59 The deadline for applications has expired  
Salary: According to the interview results  
Location: Bishkek  
Type of involvement: full time

## Information

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### Common information

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Reporting to the Finance and Administration Director, this position is primarily responsible for implementation of recruitment procedures, employee benefits, performance evaluation and management, compensation planning, new hire orientations and other HR programs. S/he will assist the Human Resources Manager in providing guidance and support to managers and staff regarding HR programs and processes and in ensuring that HR policies and procedures are appropriately executed, in compliance with the country's labor laws and RTI's HR policies. This position will also support the Procurement and Logistics Officer for 30% of his/her time.

### Qualification requirements

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- Minimum of a Bachelor's Degree and 5 years of experience or equivalent combination of education and experience;
- Strong teambuilding skills;
- A proactive, problem-solving mindset;
- Knowledge of local labor law;
- Strict adherence to confidentiality of personal information;
- Training and induction skill;
- Excellent knowledge of MS Word, Outlook, PowerPoint, Excel;
- Excellent oral and written communication skills;
- Strong coaching skills;
- Ability to work in a fast-paced environment and meet deadlines under pressure;
- Ability to work independently;
- Attention to detail and accuracy;
- Demonstrates commitment to RTI's mission, vision and values.

### Duties

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- Implement recruitment procedures from job posting, screening of CVs, organizing interviews, documentation for offers and hiring and other pre- and post-employment procedures;
- Ensure strict compliance of HR policies and guidelines in the LN Employee Handbook, the RTI Code of Conduct and local labor laws and client rules and regulations;
- Facilitate coverage and utilization of private medical insurance (PMI) and group life insurance plans for staff, including but not limited to, benefits orientation, tracking of expiration, processing and following up on renewals, in coordination with other RTI projects, RTI regional and project procurement in-charge;
- Handle HR reports required by the Asia Regional Office (ARO), including but not limited to PARs, Code and Employee Handbook acknowledgments;
- Handle implementation of Dynamic Development and Connect processes quarterly, including but not limited to, disseminating schedules and other information to staff, providing guidance on the process, coordinating system-related

issues;

- Organize and conduct employee orientations for new project hires, including training staff on HR issues such as Dynamic Development, contributing to consultations with staff on issues such as the choice of insurance provider, communicating employee benefits, and introducing new HR policies and procedures;
- Compile and track employee leave ledgers to ensure leave credits and leave utilizations are recorded and updated, for reporting to management and for communicating leave balances to staff;
- Organize and manage HR files (personnel and non-personnel files);
- Contributing to the recruitment and on-boarding of regional staff and temporary consultants (STICs) such as data enumerators and technical experts;
- Administering compensation of consultants/trainers and payment of fees;
- Administering travel reimbursements, per diems and other payments pertaining to staff travel;
- Providing HR and logistical support to regional staff as needed;
- Backing up Procurement on tasks such as travel arrangements, market research, organizing meetings or workshops, administering as well as carefully monitoring staff travel claims;
- Contribute to the documentation pertaining to competitive bid procedures;
- Perform other duties as assigned

## Conditions

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**How to Apply:** Qualified candidates are invited to apply to [RecruitmentIBE@rti.org](mailto:RecruitmentIBE@rti.org)

by July 25, 2020 and include a cover letter and current CV. Only short-listed applicants will be contacted.

## About company

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RTI International has been working in Asia for more than 35 years, providing technical assistance, institutional strengthening, and program support on behalf of governments, foundations, and private-sector clients. Together with our local partners, we deliver science-based solutions and advisory and technical services to help countries across Asia achieve national, regional, and local goals—in health, education, economic growth, governance and public policy, and environmental management. We maintain 15 projects in Asia region with its offices located in Indonesia, Thailand, Cambodia, Philippines, India, Laos, and Nepal. RTI has been awarded by US Agency for International Development (USAID) a five (5) year project called Improved Basic Education to improve basic life skills for children in the early grades in Kyrgyzstan (early childhood education through Grade 4). This includes the ability to do math, read and write. The IBE project initiatives will be carried out in various parts of the Kyrgyz Republic.