

Human Resources (HR) Assistant



University of Central Asia

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подачи заявок
Зарплата: По результатам собеседования
Город: Бишкек
Занятость: полная занятость

Адрес
125/1 Toktogul Street, Bishkek
Web
<http://www.ucentralasia.org>

Информация

Общие сведения

Department: Administration

Duty station: Bishkek, Kyrgyzstan

Reports to: Director of Human Resources

Deadline: 15 September 2020

Summary of Position

Support the day to day HR administration, logistical and operational services, as well as entry-level recruitment activities in support of his/her supervisor.

Требования

Required Qualifications and Experience

- Minimum of bachelor's degree
- At least one to two years of work experience in a customer-orientated role
- Previous HR experience would be an advantage
- Experience in an international academic environment would be a bonus
- Fluent in English, Russian and Kyrgyz both in written and spoken
- Excellent command of MS Office applications, Excel and Power Point.
- Strong interpersonal, presentation and communication skills
- Strong attention to detail and analytically oriented
- A self-starter with attention to detail, and experience working in a fast paced, environment

Обязанности

Main Duties and Responsibilities

- Conduct administrative duties related to personnel filing, payroll database, registration, and reporting activities in coordination with his/her supervisor
- Coordinate and provide technical/logistical support to HR Team in general, particularly in recruitment, personnel administration, compensation and benefits, onboarding and staff relations
- Assist staff in completing HR Documents/Forms/formalities appropriately; including the ones related to employee recruitment, exit, etc.
- Provide staff any work-related documentation requested and draft official documents such as contracts, orders, reports, letters, travel warrants, work confirmation letters etc., using the approved templates;

- Manage and consolidate information on leave applications, leave balances and wellness balances
- Supporting his/her supervisor in the implementation and follow-up activities related to staff hiring, on-boarding, and exit processes
- Provide operational assistance for employee-status related administrative processes; including contract process, status change, employee ID and business card and email account requisition, etc.
- Collaborate with supervisor and HR team to ensure HR practices in Bishkek are aligned with HR practices across the university
- Support with the creation and implementation of a “one university” culture through implementation of engagement related activities
- Other tasks related to the core responsibilities and duties of this position, as assigned by the supervisor.

Условия

How to Apply

Applications are reviewed on a rolling basis until **15 September 2020**. Please send a cover letter, CV, and a list of three references (including their complete contact details) to hr.recruitment@ucentralasia.org.

Only shortlisted candidates will be contacted.

О компании

The University of Central Asia (UCA) was founded in 2000 as a private, not for profit, secular university through an International Treaty signed by the Presidents of Tajikistan, Kyrgyzstan and Kazakhstan, and His Highness the Aga Khan; ratified by their respective parliaments, and registered with the United Nations. The Presidents are Patrons of the University and His Highness the Aga Khan is the Chancellor. UCA’s mission is to promote the social and economic development of Central Asia, particularly its mountain communities, by offering an internationally recognized standard of higher education, and enabling the peoples of the region to preserve their rich cultural heritage as assets for the future. UCA brings with it the broader commitment and partnership of the Aga Khan Development Network. For more information: www.ucentralasia.org.

UCA consists of three schools including the Undergraduate School of Arts and Sciences, the Graduate School of Development (The Institute of Public Policy and Administration, the Mountain Societies Research Institute, the Cultural Heritage and Humanities Unit, the Civil Societies Initiative, and the Aga Khan Humanities Project), the School of Professional and Continuing Education, and the Central Asian Faculty Development Programme. UCA’s undergraduate programmes are located at its residential campuses in Khorog, Tajikistan, and Naryn, Kyrgyzstan. The Tekeli campus in Kazakhstan is in the planning stage.