

# HR Specialist (re-announcement)

Published: 01.04.2024 13:28:00  
Deadline: 15.04.2024 23:59:59 remained 2 days  
Salary: According to the interview results  
Work experience: 1 year  
Location: Bishkek  
Type of involvement: full time



Normeca Kyrgyzstan

---

## Information

---

### Common information

---

Normeca International AS is looking for a Human Resource Specialist Kyrgyzstan in connection with our project "**Mobile Multi-Diagnostic Clinics / Mini Hospital**" for **The Custodian of the Two Holy Mosques late King Abdullah bin Abdulaziz Program for Charity Work (KAAP) - Humanitarian Aid Foundation administrated by the Islamic Development Bank (ISDB)**. The mobile clinics are moving from one location to another providing medical services to the population of rural areas.

### Qualification requirements

---

- Bachelor's degree with 3+ years of experience.
- May have additional training or education in area of specialization.
- Develops solutions to a variety of problems of moderate scope & complexity.
- General application of concepts & principles.
- Contributes to the completion of organizational projects & goals.
- Applies knowledge and skills to complete a wide range of tasks.
- Communicates on complex or sensitive issues or drafts such responses for supervisor or manager.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- English speaking and writing are mandatory.

### Duties

---

1. Manage the recruitment and selection process
2. Looking after the health, safety, and welfare of all employees
3. Organising staff training
4. Monitoring staff performance and attendance
5. Control and keep employees' personal files.
6. Familiarize the employees with HR documents (orders, contracts, job descriptions, policies, procedures, etc.)
7. Control timely formalization of leaves/vacations.
8. Submit full set of documents for employee resignation timely.
9. Preparing and providing time sheet and monthly reports on attendance to Finance department and Country Manager.
10. Making sure that staff get paid correctly.
11. Advising managers and other employees on employment law and the employer's own employment policies and procedures.
12. Verifying that candidates have the right to work at the organization and in the position they're filling.
13. Advising on disciplinary and employee performance problems.
14. Negotiating salaries, contracts, working conditions and redundancy packages with staff in cooperation with management.

15. Cultivate a healthy work environment where everyone can thrive.
16. Other duties as assigned by HR Manager

### **Conditions**

---

- You will be a member of a great medical team and help make a difference for a lot of people in Kyrgyzstan.
- You will be a part of a pilot project that has never been done before.
- Personal development
- Free medical care for you and your family with the area of our hospital
- Maternity replacement (1 year)

please send your CV to [hr.kyrg@normeca.no](mailto:hr.kyrg@normeca.no) under the subject "HR"

### **About company**

---

Normeca is among the worlds leading supplier of mobile hospitals. We supply the full range of mobile hospitals and related equipment