

## Vacancy Announcement

**Ref.: 1**

<b>Position title</b>	Human Resources Manager
<b>Employment Type</b>	Full time
<b>Duty station</b>	YAO head office-Sulaymaniyah – Iraq
<b>Estimated Start Date</b>	As soon as possible
<b>Closing Date</b>	31/12/2017
<b>Position title</b>	Human Resources Manager
<b>Overview</b>	<p>Youth Activity Organization (YAO) in Non-government organization is established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living.</p>
<b>Job Description</b>	<p>Youth Activity Organization (YAO) is seeking experienced and passionate HR officer who will recruit, support and develop talent through developing policies and managing procedures. The incumbent will be responsible for administrative tasks and contributes to making the organization a better place to work.</p> <p>If you are passionate about HR and highly efficient, give us a chance to meet you. We expect you to have knowledge of various HR functions. We want to see a committed and approachable individual and be impressed with your character and skills.</p> <p>The goal will be to provide excellent assistance and support to employees and managers.</p>

## Core Functions/Responsibilities

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance
- Assisting the Director/Deputy Director in communicating verbally and in writing, internally and externally (with partners such as local authorities, local partners and Donors).
- Responsible for the administrative management of staff (incl. salary updating and payment).
- Responsible for general archival of documents / information.
- Any other duties required for fulfilling the organization's responsibilities including but not limited to participating in processes of needs assessment, distribution, data entry...etc.

<b>Required Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>• Minimum (3) Three years' experience in HRM.</li><li>• Bachelor degree or higher in Human resources management, business administration, Engineering or a related field.</li><li>• Knowledge of HR functions (pay &amp; benefits, recruitment, training &amp; development etc.)</li><li>• Fluency in Kurdish, Arabic and English (Verbal and written).</li><li>• Proficient in using MS Office.</li><li>• Outstanding organizational and time-management abilities.</li><li>• Excellent communication and interpersonal skills</li><li>• Problem-solving and decision-making attitude.</li><li>• Strong ethics and reliability</li><li>• Must have strong organizational skills and demonstrated experience in detailed scheduling and multi-tasking.</li><li>• Excellent negotiation, representation, skills and the ability to work comfortably with an ethnically diverse staff.</li><li>• Good leader so as to guide the subordinates towards organizational goals.</li><li>• Sense of social responsibility so as to help his employees discharge their social obligations to the various segments of society.</li></ul>
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<b>Salary/Working Conditions</b>	<ul style="list-style-type: none"><li>• This position is based YAO's main office location in Sulaymaniyah with frequent visits to YAO sub office in Kalar.</li><li>• 12 months contract subject to 3 months' probation period.</li><li>• Salary is based on experience</li></ul>
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Qualified candidates are encouraged to apply by sending their CVs to: [Jobs@yao-iraq.org](mailto:Jobs@yao-iraq.org)  
Please note that only shortlisted applicants will be contacted for potential interview.