



Vacancy Number:	
Post Title:	Consultant for HR Placements-Afghan Telecom
Organization:	Afghan Telecom
Location:	Head Quarter
Duration:	10 Months
No. of Post:	One
Sex:	Male/female
Nationality	Any
Salary:	Matching with Experience
Announcing Date:	14 December ,2008
Closing Date:	25 December, 2008
Submission Email:	<a href="mailto:hr@afghantelecom.af">hr@afghantelecom.af</a>
Background:	Afghan Telecom Corporation is the only basic telecom service provider in Afghanistan. It aims to provide superior connectivity solutions to the people of Afghanistan. Promoted by the Ministry of Communications, Afghan Telecom provides affordable Wireless and Digital Fixed Line services.
Job Summary:	<p>After receiving the TORs from Project Management Specialist(PMS) of MCIT, HR Consultant will carry out the following tasks for selection of the most suited candidates for employment as Consultants/ Experts in Afghan Telecom and other Departments of MCIT:-</p> <ol style="list-style-type: none"> <li>Advertisement of Positions in suitable news papers.</li> <li>Screening of all available Databases for suitable CVs and matching the Qualification requirements with the available CVs of the candidates.</li> <li>Preparation of the Shortlist No-1 –at least 05 candidates for each post, against the given TOR.</li> <li>HR Consultant will talk to each short-listed candidate, hold preliminary interviews and prepare Shortlist No-2—at least 03 suitable candidates for each Post.</li> <li>Arrange final Interviews by MCIT and Afghan Telecom Staff, in the Office Premises of the HR Consultant.</li> <li>Assist MCIT and Afghan Telecom Staff in getting final interviews done.</li> </ol> <p>2. HR Consultant will arrange to get the VISAs for the selected candidates to apply for VISA and help them in arranging their Tickets for travel to the employer’s destination [Selected Candidate will pay for his own Ticket up to Kabul and back, which he will then submit to PMS- MCIT at Kabul].</p> <p>3. HR Consultant will make sure that at least 12 Consultants/ Experts join Afghan Telecom and Other Offices of MCIT at Kabul within 06 months, after the Contract Signature Date. In consideration of these Services, MCIT will pay to the HR Consultant a sum of 2,500 USD for every landed candidate, subject to a maximum Contract Value of 30,000USD(Inclusive of Taxes) for 06 months of Service for 12 landed candidates. HR Consultant will submit Invoice to MCIT, immediately after the selected candidate lands at Kabul. Applicable Taxes will be</p>

	deducted at source, while making payment to the HR Consultant by MCIT.
<p>Qualification</p>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• College degree with 05 years of Experience in HR Placements</li> <li>• Excellent HR planning and management skills</li> <li>• Excellent Interviewing and Communication Skills</li> <li>• Strong presentation and meeting facilitation skills</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• A suitable Office Space for holding Interviews.</li> </ul>
<p>Submission Guideline:</p> <p>CVs to be sent to the corporate Head Quarters of Afghan Telecom Kabul or to any Zonal Head Quarter in Afghanistan (Addressees given here)</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><i>Afghan Telecom corporate office</i>  4<sup>th</sup> Floor Post Parcel Building  Mohammad Jan Khan Watt, Kabul  Afghanistan.  Tel: 0202103726  E: mai <a href="mailto:hr@afghantelecom.af">hr@afghantelecom.af</a></p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><i>KABUL</i>  Afghan Telecom  3<sup>rd</sup> Floor PTT Building Kabul Regional  Office Pashtonistan Watt, Kabul  Afghanistan  Tel: 0202102650  E.meil:ahmad.sear@afghantelecom.af</p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>KUNDUZ</b>  Add: 2<sup>nd</sup> District  Walayat Avenue  Ministry of Communication Building  Telephone Number: 0093 (75) 550-2669</p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>JALALABAD</b>  Add: 1<sup>st</sup> Floor Ministry of Communication  Building  Telephone Number: 0093 (75) 200-2004</p> </div>

	<p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>HERAAT  Add: 1<sup>st</sup> Floor Ministry of Communication Building  Telephone Number: 0093 (040) 220-123</p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>KANDAHAR  Add: 2<sup>nd</sup> Floor Ministry of Communication Building  Telephone Number: 0093 (030) 3002125</p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px;"> <p>MAZAR-E-SHARIF  Add: 1<sup>st</sup> Floor Ministry of Communication Building  Telephone Number: 0093 (050) 5011200</p> </div>
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**IMPORTANT NOTES**

1. *Applications will be reviewed thoroughly and only those candidates will be contacted for interviews whose qualifications meet the requirement of the job.*
2. *Short listed candidates are normally contacted within a week after the deadline for applications.*
3. *Applicants should have at least two references of the supervisors/coworkers, with whom they have worked.*
4. *All documents/Certificates should be attached with the CV.*
5. *Afghan Telecom is an equal opportunity employer and applications are reviewed based on merits and without regard to applicants race, ethnicity, beliefs, age, gender, marital status and physical or mental disability.*