



Vacancy Number:	
Post Title:	Head of Human Resources and Administration Dept
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 and IT, Afghan Telecom provides affordable Wireless and Digital Fixed Line services.
Job Summary:	<ol style="list-style-type: none"> <li>1. Develop yearly plans of human resources and admin activities.</li> <li>2. Draft departmental yearly budget and oversee its fulfillment.</li> <li>3. Coordinate logistic activities with Finance department.</li> <li>4. Coordinate company travel and transportation activities.</li> <li>5. Maintain company offices, their cleanliness and fitness for company activities, and the staff assigned to these tasks.</li> <li>6. Coordinate and supervise activities responsible for the security of company premises and personnel.</li> <li>7. Maintain and refine administration policy, forms and procedures.</li> <li>8. Maintain and refine human resource policy, forms and procedures.</li> <li>9. Coordinate the development and implementation of yearly training plans.</li> <li>10. Coordinate payroll activities with the finance department.</li> <li>11. Coordinate company recruitment activities.</li> <li>12. changes of status, dismissal procedures.</li> <li>13. Organize and maintain proper personnel files / databases.</li> </ol>

	<p>14. Perform any other duties as assigned by Afghan Telecom.</p>
<p>Qualification</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Graduate degree/ diploma in any field with at least five (5) years of relevant experience.</li> <li>▪ Knowledge of computers.</li> <li>▪ Progressive professional experience in handling procurement operations for any Agency and/or Government.</li> </ul> <p><b>Desired:</b></p> <ul style="list-style-type: none"> <li>▪ Experience in design and management of logistic systems and procedures.</li> <li>▪ Strong Negotiation skills.</li> <li>▪ Strong contract management experience.</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><i>Afghan Telecom corporate office</i>  4<sup>th</sup> Floor Post Parcel Building  Mohammad Jan Khan Watt, Kabul  Afghanistan.  Tel: 0202103726  El: 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><b>KABUL</b>  <i>Afghan Telecom</i>  3<sup>rd</sup> Floor PTT Building Kabul Regional  Office Pashtonistan Watt, Kabul  Afghanistan  Tel: 0202102650  E.meail: <a href="mailto:ahmad.sear@afghantelecom.af">ahmad.sear@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><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; margin-bottom: 10px;"> <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;"> <p><b>HERAAT</b>  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;"><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.*