

Title	Human Resources Intern
Organization	Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC)
Duty Station	Kabul
Duration	Six months
No. of Jobs	1
Nationality	Afghan
Sex	female
Salary Range	According to MEC salary scale
Announcing Date	1-July-2019
Closing Date	15-July-19
Shift	8:00 AM to 4:30 PM, Saturday through Wednesday
Experience	Knowledge of Human Resources routine functions and ability to do multi-tasking when required. Assist Sr. Human Resource Officer in daily HR Routines.

General Overview of MEC

In 2010, the Government of the Islamic Republic Afghanistan (GIROA) invited the international community to form the Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC), to provide anti-corruption policy advice, and monitor and evaluate progress against specific anti-corruption benchmarks. The MEC was established jointly by the GIROA and the international community, following the London and Kabul Conferences in January and July 2010, respectively, and by Presidential Decree 61, 2010.

The MEC is an independent agency, and is not subject to direction from either the Afghan government or from the international community. Following the London Conference, the Government of the Islamic Republic of Afghanistan invited the international community to form a joint Afghan-International monitoring and evaluation committee. On September 18, 2016, the Afghan president issued Presidential Decree No. 115. This changed the legal status, duties, scope of activities and authorities of the Independent Joint Anti-Corruption Monitoring and Evaluation Committee which abrogates all previous Presidential Decrees. The MEC focuses on:

- Developing anti-corruption recommendations;
- Monitoring and evaluating the anti-corruption efforts of the Afghan government and the international community; and
- Reporting on a regular basis to the President, Parliament, and people of Afghanistan, as well as to the international community about the state of the fight against corruption.

Job Summary

The Human Resources Intern will assist Sr. Human Resource Officer in daily routine HR activities. HR Intern will be in charge of tracking employee's leaves under Sr. HR Officer supervision as her immediate supervisor.

Duties and Responsibilities:

- Assist with daily HR routines as instructed by direct supervisor.
- Assist supervisor with generating monthly timesheet.
- Organizing staff personal files when necessary (Labeling files)
- Assist in tracking staff leave records.
- Assist in recruitment process when there is load of work.
- Printing, copying and scanning of necessary documents
- Any other tasks assigned by direct supervisor.

Qualifications

Education and Experience:

At least in the last year of a bachelor degree in Human Resource management, Business administration Law or any other relevant field.

Ability to write in Dari and English minutes Ability to perform interviews

Good observation skills and academic curiosity

Well organized and good planner

Good communication and interpersonal skills

Professional Skills:

Proficient use of Excel, Microsoft Office, multi-tasking skills, and the ability to consistently meet deadlines.

How to Apply:

Candidates can apply for the position by sending their cover letter and CV in one PDF or Microsoft Word document, named in the following way:

"LAST_NAME_first_name.pdf" or "LAST_NAME_first_name.doc." Supplementary documents - degrees, certificates, etc. - should not be sent at this stage.

The single PDF or Word file should be emailed to jobs@mec.af with the subject line "Human Resources Intern" by July 15th 2019.