

Job Advertisement

1	Title	HR assistant
2	Contract duration	12 months
3	Location	Domiz1 camp
4	Working hours	7 hours, 2 days per week
5	posted	2 nd December 2023
6	Minimum education	Bachelor
7	Minimum experience	3 years
8	Required travel	
9	deadline	14 th December 2023 15:00 Erbil time

Background

Gashbun Organization for over 10 years has been working through its mandate to promote child rights through protection and providing special services to those with special needs, eradicating poverty and violence against them, protection from sexual exploitation and abuse, catalyzing gender equality, protecting child rights, providing services to children with special needs, improving access to health and education, driving peaceful coexistence, reconciliation and equal and fair pathways to justice, building trust, tolerance, and inclusion, engaging youth, and strengthening sustainability of civil society, and shaping norms for localization development.

GASHBUN strives to achieve its mission by providing beneficiaries with the information, resources, and support necessary to enjoy their rights and achieve their potential. Through this effort, we aim to improve the quality of life for women and individuals with disabilities and promote a more inclusive society.

In partnership with local, regional, and global civil society, international organizations, and governmental bodies, GASHBUN has been able to successfully contribute towards meeting individual and community needs through multi-sectorial holistic programming that fosters gender and protection mainstreaming. During its experience GASHBUN has successfully delivered many humanitarian and development initiatives focused on local, regional, and global advocacy, providing protection services to children with special needs, women protection and empowerment, stabilization and reconciliation, peace building, general protection, child protection, SGBV prevention and response, psychological MHPSS and physical health and well-being, non-formal education, individual and community capacity building, cash assistance, , and civil society and governmental capacity building and engagement initiatives.

As a national and regional expert in holistic individual, family and community economic, education, protection, social, and equal participation empowerment, GASHBUNs efforts have shed light locally through advocacy on many important issues such as child protection and provide services to children with special needs, protection from sexual exploitation and abuse PSEA, mainstreaming gender-based violence (GBV) prevention and response across all sectors, sexual violence in conflict (SVC), and other issued related to marginalized groups rights in Iraq through initiatives that directly impact hundreds of families though provision of lifesaving support and developmental dignified solutions and services that

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drive individual and collective healing, integration, inclusion, self-resiliency, self-efficacy, self-determination, and peaceful coexistence with dignity and care.



Project description

Gashbun NGO in partnership with The Lotus Flower TLF supported by UNHCR” through granting a fund for the project of providing services to the children with special needs. The project is implemented in Dohuk governorate in Domiz1 refugees camp, providing physiotherapy for the children with physical disabilities, psychotherapy for those with psychological distresses, autism rehabilitation training for the autistic children, awareness, capacity building for service providers, distribution of disability assistive devices, advocacy and supporting children with special needs through organizing meetings taskforces.

Job description:

The primary function of the HR assistant is to provide support to Gashbun NGO in term of recruitment process and other human resources issues. The following is the main responsibilities of the HR assistant

- Supporting the development and implementation of HR initiatives and systems
- Providing counseling on policies and procedures
- Being actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
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- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance

Coordination & Representation & Human Resource Development

Learning and knowledge management

Qualifications & Preferred Skills

- Bachelor in Administration, management, business, , International Development, or another relevant field of study preferred.
- At least 3 years' Experience in, HR sector strongly preferred.
- Familiarity with standards and guidelines for people with special needs programs.

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- Ability to exercise sound judgment and make decisions independently.
- Extremely flexible, and have the ability to cope with stressful situations and frustrations with the ability for travelling to different locations as needed.
- Good experience with refugees and Experience in refugee camps
- Team player and strong communication skills, both oral and written.
- Basic knowledge in computer applications, especially with MS Word, MS Excel, MS PowerPoint and plus.
- Kurdish and Arabic and English languages are required.

How To Apply

Gashbun NGO is an Equal Opportunity Employer considering all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.

NOTE: - Applications not meeting the specified minimum requirements or received after closing date will not be contacted. Shortlisted candidates will be contacted for an interview.

Please **submit your CV** and a Cover letter as a PDF or WORD to

(<https://www.gashbon.org/opportunities/>), or put your documents in the vacancy box in Domiz1 camp management, **please** mention the position title in the application form. Other formats rather than PDF or WORD will consider corrupted and will lead to neglect application.

The deadline of application is 14th December 2023