

## MANAGER STAFF RELATIONS

Post Number: AF RESCPO 0040

Application Closing Date: 21 Oct 2012

International Security Assistance Force (ISAF)  
Location: Kabul International Airport, Afghanistan  
Post - International Civilian Consultant (ICC) Grade - IIIA

\*\* Only nationals of [NATO member countries and ISAF Troop Contributing Nations](#) are eligible to apply for this post \*\*

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### **Post Description:**

The Civilian Human Resources Management Office (CHRMO) is the focal point for all matters pertaining to the procurement, employment, life-cycle management and administration, training, remuneration, and separation of the civilian human resources in theatre.

### **Principle Duties:**

On behalf of the ISAF Civilian Human Resources Manager (CHRM) act as principal advisor to senior leadership and front line supervisors of civilian personnel for the Kabul International Airport (KAIA) and Headquarters International Joint Command (HQ IJC) establishment. In this role, also carries out the following duties:

- a. Provides recommendations for changes to the ISAF Civilian Personnel Policy and all the related CHRMO Standard Operating Procedures (SOP's) and Directives.
- b. Responsible to monitor the efficient administration, employment, remuneration and discharge administration of International Civilian Consultant (ICC) and Local Civilian Hire (LCH) personnel employed within KAIA and HQ IJC and report upon same to CHRM.
- c. Contributes in concert with the CHRM to the interpretation and implementation of the ISAF Civilian Personnel Policy and ISAF SOPs for issues specific to KAIA and HQ IJC.
- d. On behalf of the CHRM interacts with KAIA and HQ IJC based ISAF civilian employees and their supervisors regarding the implementation and application of policy and SOPs, and matters pertaining to remunerative and normative conditions of employment.

Interacts with commanders/activity chiefs regarding the proper utilization of assigned civilians.

Intervenes with commanders/activity chiefs with corrective measures regarding the utilization of assigned civilians.

Directly assists in negotiating conditions of employment for local nationals.

Directly assists in establishing conditions of employment in theatre of operations.

Counsels staff and supervisors regarding conditions of employment.

Provides advice to supervisors, activity chiefs, and commanders.

Assists the CHRM in the negotiation of host nation collective labour agreements.

### **Additional Duties:**

As directed by CHRM, the incumbent may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

### **Essential Qualifications:**

#### **Professional/Experience:**

5 years experience in Human Resources Management & Administration of which 3 years consists of supervisory/management experience.

#### **Education/Training:**

Higher Secondary Education

Advanced Vocational education/training in Human Resources Management & Administration.

Advanced Business Administration education or training including HR modules or similar education e.g. social sciences, legal or finance (including HR modules)

**Language:**

English: Good

**Standard Automated Data Processing (ADP) Knowledge:** Advanced Knowledge

**Desirable Qualifications:**

**Professional/Experience:**

Several years of experience with preparation and execution of payroll.  
Previous experience in a Military Body/International Organisation in HR and administration.

**Education/Training:**

Degree in HR or Business Administration

**Personal Attributes:**

The incumbent works semi-autonomously in developing and meeting defined CHRM objectives and timelines within broadly established NATO CHR policies and procedures, setting priorities based on professional judgment.

Must display a very high level of both organisational and inter-personal sensitivity, diplomacy, courtesy and tact, along with strong communication skills, to ensure necessary interaction at all levels, within and outside the organisation, in particular in connection with staff performance and supervisory and commander advisory duties.

Must display a high level of fluency and clarity of expression, both oral and written, with a specific ability to handle details, to interpret and explain written and statistical data to a wide-ranging audience, and to convey difficult and challenging information to managers and staff, as required.

Must display a high level of maturity, poise, tact, and firmness when leading projects or mediating conflicts involving employees or between employees and management.

Must display excellent decision-making skills coupled with professional judgment, especially with respect to life-cycle management activities and staff development.

Must display excellent initiative and pragmatism to develop and propose new policy and changes to existing policies.

In addition to integrity, flexibility, and discretion, must possess critical thinking skills combined with the ability to plan and organize, displaying the highest sense of commitment to the Organization and to the job.

Frequently works under pressure, works long/irregular hours, and carries high workload.

**Managerial Responsibilities:**

Line manager for Assistant Staff Relations (ICC).

Line manager for the Assistant Staff Relations (LCH).

**Professional Contacts:**

The incumbent is required to maintain regular professional contacts with representatives of other functional areas in the organization, such as the Financial Controller, the Post Commander, the Legal Advisor, thus potentially committing the CHRM to a specific course of action. The incumbent is required to liaise with other HR professionals within the headquarters and NATO-wide, when required, to ensure standardisation of HR policies regarding the treatment of civilians. The incumbent maintains professional contacts with local authorities regarding employment matters, e.g., tax, customs, labour office, host nation ministries, alien registration, other community officials and the medical insurance company.

Assists or represents the CHRM in meetings or on boards concerning civilian HR matters.

**Contribution to Objectives:**

The incumbent's successful performance of duties in the management and administration of civilian human resources, to include performance management, staff development, crises resolution, discipline, and providing advice to managers, directly affects the ability of the organisation to properly execute work and reach established objectives. The incumbent's ability to propose and implement policy changes directly affects the organisation's performance and ability to keep up with a changing environment. The incumbent's success in resolving disputes among employees and/or between

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employees and management directly affects the organization's ability to execute work and reach established objectives.

### **Work Environment:**

Multinational, multicultural environment.

Living conditions in Kabul are rudimentary and lodging is arranged on the military compound.

Applications should be sent to [vacancies@hq.isaf.nato.int](mailto:vacancies@hq.isaf.nato.int)

### **Additional Remarks:**

Only applications from candidates meeting essential requirements will be taken into consideration. The successful applicant is required to be proactive in fulfilling the pre-employment conditions. This includes medical examinations and security clearance certificates. Applicant must be able to obtain or to be issued a North Atlantic Treaty Organisation recognized national Secret Security Clearance certificate. An initial 12 month contract will be offered and contract extensions may be possible. Because of the dynamic environment, ISAF posts are under regular review and therefore post details and responsibilities, including contract duration and contractual grade may change during the contractual period.

### **Benefit Package:**

Monthly salary of € 6,695.00 (Tax free in the host country).

Daily Allowance of € 78.90 while working in Afghanistan.

Installation allowance equal to one-month salary (50% to be reimbursed if not completing two consecutive years of service).

Free accommodation.

Meals of good quality available to purchase.

Laundry service at nominal charge.

Two days of annual leave per month.

Start of Tour & End of Tour paid transportation.

7 days "Leave from Theatre" plus reimbursement of ticket - up to € 1.000 for every 6 months spent in the theatre.

Medical Insurance, small fee charged.

24/7 Death and Disability coverage.

If interested, please apply in accordance with the General Information for applicants provided through the following link:

[http://www.isaf.nato.int/images/stories/File/General\\_Information\\_ApplicantsCH1.pdf](http://www.isaf.nato.int/images/stories/File/General_Information_ApplicantsCH1.pdf)