

Terms of Reference

Human Resources Officer

Reference No.:	MISFA/HR/190
Organization:	Microfinance Investment Support Facility for Afghanistan (MISFA)
Location:	Kabul
Duration:	Permanent
No. of Position:	One
Sex:	Male/ Female
Nationality:	Any
Announcement Date:	April 27, 2024
Closing Date:	May 7, 2024

About MISFA:

The Microfinance Investment Support Facility for Afghanistan (MISFA) was set up in 2003 at the invitation of the Afghan government — to get donor coordination right from the start and avoid the counter-productive efforts that have emerged from conflicting donor objectives in other post-conflict situations. It was established as a vehicle through which the Afghan Government and international donors could channel technical assistance and funding to build Afghanistan's microfinance sector. MISFA was the first facility of its kind, pooling diverse donor funding mechanisms and converting them into streamlined, flexible support to microfinance institutions in Afghanistan, tailored to local priorities and accompanied by technical assistance and strong performance monitoring.

MISFA's mission is to contribute to Afghanistan's economic growth by developing a viable, inclusive financial sector for the poor, and the underserved small and medium enterprises.

Duties and Responsibilities:

- Implementation of Performance Management Process.
- Providing support, training and guidance to employees with regards to the organization's HR policies and procedures.
- Providing orientation to newly-hired employees.
- Ensuring an effective recruitment process is followed.
- Keeping track of employee data (vacation, contract status, benefits, salary advances, ID & Business Card and etc.) and ensuring they are up-to-date.
- Preparing Contract/Agreement for National and International staff.
- Training arrangement for staff.
- Completing Employee exit procedure.

- Reviewing the HR Policy Handbook on annual basis and recommending changes to the senior management.
- Preparing monthly payrolls for national and International employees.
- Maintaining a proper personnel filing system for all employees.
- Maintaining an easy-to-use archive for Resumes and Applications.
- Collecting data and preparing reports as or when required by the government.
- Perform other tasks as needed by the department and MISFA Senior Management.

Qualifications, Experience, and Skills:

- University degree in business administration/management.
- Ability to read, speak and write English. Pashto and Dari languages are must.
- Good communication skills.
- Good potential for professional development, self starter, hardworking and keen to work.
- Good Computer Skills (MS Office).
- Minimum 3 years of experience in the relevant field.

Submission Guideline:

Interested candidates should submit their CVs by email with the subject “Human Resources Officer” to jobs@misfa.org.af by or before May 7, 2024.

Due to the expected large number of applications, only shortlisted candidates would be contacted.

Address: House # 21, Herati-ha-Mosque Street, Shahr-e-Naw, Kabul, Afghanistan

Email: jobs@misfa.org.af