

KAPITA

HR Officer

KAPITA is a private sector development company that aims to empower small and medium-sized enterprises (SMEs) through investment, research, incubation/acceleration, and market development programs.

In order to upgrade the Iraqi ecosystem, KAPITA is working on new startups development, helping established Iraqi startups small businesses to scale their (market, production, and evaluation), as well as personal development for entrepreneurs. KAPITA is taking the next logical step, by starting the first incubator and accelerator in Baghdad that hosts the most promising startups, providing them with seed funds, infrastructure and business services, financing and public relations. We will support the community by enhancing the entrepreneurial movement, building youth capacity, and feeding the private sector with human resources and knowledge-based, well-planned successful businesses.

We aim to be the institute that forms the core engine in developing the private sector in Iraq, we believe that to accelerate the growth of ecosystems and Entrepreneurs, there must be a core engine that grows fast in order to cause an overall growth and development to take Iraqi startups and small businesses to the next level.

Duration

The contract duration is **8 months with 40% of FTE** “*full-time employment*”. The duration of the contract is *extendable*

Professional Competencies:

- Bachelor's degree in human resources or relevant field.
- A minimum of 3 years' experience in a similar role.
- Knowledge of employment legislation.
- Protecting the interests of all employees.
- Full understanding of HR functions and best practices.
- Outstanding analytical and time management skills.
- High level of knowledge of Microsoft office.
- Strong attention to detail.
- Excellent written and verbal communication skills.

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Role And Responsibilities:

- approving job descriptions and advertisements
- Support in recruitment activities ensuring transparency and equity and issuing job offers conveniently in order to meet HR needs.
- monitoring staff performance and attendance
- Inform all the new staff on Staff Regulations, HR policies and regulations in order to facilitate staff integration and their security.
- Ensures payroll is provided in time and that all staff on the payroll have up-to-date documents and organized payroll file.
- Ensure office facilities (desk, chair, stationary) are provided for newcomers before their starting date with KAPITA.
- Longlisting the applicants.
- Scheduling the interviews and preparing all needed documents: interviews form...etc.
- Participating in the interviews for assistant levels.
- Sending job offers for the selected candidates
- Sending regret letter to unselected applicants.
- Updating the HR recruitment system.
- Adding the new staff' details to HR database.
- Issuing employment contracts and contract amendments.
- making sure that staff get paid correctly and on time
- advising line managers and other employees on employment law and the employer's own employment policies and procedures

Submission

Please send your CV and any other supporting documents to applications@kapita.iq with the subject line "HR Officer Application"

Submission Deadline: 26th September 2021 6:00 pm Baghdad time

Please Note that we can only respond to successful applicants that pass into the second stage of evaluation.

NOTICE: Due to the urgency of the position, Kapita reserves the right of starting the interviews with selected candidates and fill the vacancy before the closing date.

Only shortlisted candidates will be contacted.

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Female Candidates are encouraged to apply for this position. Kapita is an equal opportunity employer and we actively seek out diverse backgrounds, perspectives, and skills.