

POSITION	REQUIRED BASIC & ADDITIONAL QUALIFICATIONS	EXPERIENCE	KEY RESPONSIBILITIES
HR ASSISTANT	<ul style="list-style-type: none"> Part qualifications in PQHRM or equivalent qualifications 	<ul style="list-style-type: none"> Minimum 02 years' experience 	<ul style="list-style-type: none"> Work closely with project teams and divisional heads when developing annual HR plan & identify annual HR requirements to be filled Engage in HR Administration activities by providing an effective HR services to ICTA employees Coordinate the interview process Organize, maintain and update employee HRIS information as needed Assist the Head of HR during the performance management cycle of the organization Maintain records related to Human Resources and provide management information when required Organize staff related events