

Documents Required

1. Application (addressed to General Secretary)
2. CV
3. Education Qualification
4. Medical Certificate
5. Security Clearance
6. NOC if employed
7. Relevant Certificates if applicable

Duties and Responsibilities

Human Resource Assistant

1. Assist in maintaining and updating employee records, personnel files, and HR databases.
2. Support recruitment processes including announcement, shortlisting arrangements, scheduling interviews, and maintaining applicant records.
3. Assist in the onboarding and orientation of new employees, ensuring all required documentation is completed.
4. Maintain attendance, leave records, and generate related reports as required.
5. Support the preparation of HR letters, contracts, and other formal correspondences.
6. Assist in organizing and coordinating staff trainings, workshops, and capacity-building programs.
7. Ensure confidentiality of all HR information and sensitive documents.
8. Provide administrative support for HR audits, compliance checks, and policy implementations.

Travel Desk

1. Coordinate travel arrangements for employees, teams, officials, referees, consultants, and guests.
2. Facilitate booking of flights, accommodation, airport transfers, and local transportation.
3. Prepare travel itineraries, travel approvals, and related documentation.
4. Assist in processing visas, permits, and entry/exit requirements in a timely manner.
5. Maintain database of travel vendors, agents, and service providers.
6. Track travel costs and assist in preparing travel expenditure reports for settlement and auditing.
7. Provide logistical support and arrangements for official delegations, team movements, and event-related travel in collaboration with Administration.
8. Ensure proper filing of travel documents, ticket copies, boarding passes, and invoices.

Administrative Support

1. Assist in day-to-day office administrative tasks as required.
2. Support incoming and outgoing correspondence management related to HR and travel matters.
3. Coordinate with other departments to ensure seamless travel and HR operations.
4. Maintain updated inventories of travel-related forms and HR templates.
5. Perform any other duties assigned by the supervisor.