

PAST PERFORMANCE

RECRUITMENT AND LABOR SERVICES

UNDP - August 2019

ABOUT UNDP AFGHANISTAN

UNDP has been working in Afghanistan for more than 50 years on challenges related to climate change and resilience, gender, governance, health, livelihoods and rule of law.

Guided by the government and its Development Councils, UNDP's work is fully aligned with the Afghanistan National Peace and Development Framework and National Priority Programmes, and is carried out in close coordination with partner UN agencies under the One UN Framework.

As the UN's development network, UNDP connects the Afghan government and people with the resources and information they need to drive their own development according to their own priorities, as well as to achieve the Sustainable Development Goals.

BACKGROUND

The global economy has changed, and as Afghanistan is not in isolation, its economy did too. This change has made recruiting and hiring the right candidates much more difficult. In such a capricious environment, businesses and organizations need an array of resources to

achieve the objective of hiring the right candidates. These resources include, but are not limited to, having a wide and strong network of qualified individuals, state of the art technology, social media, time, budget, and more. Businesses that are busy with core functions typically do not have the required resources to hire the right applicants.

UNDP, too, is busy working to address the most critical issues of gender, climate change, governance, health, livelihood, and rule of law in Afghanistan, has to rely on outsourcing one of their most critical activities—recruiting and HR services—to achieve the desired goal of having the right people to address these problems.

So, to reduce costs, focus on core business, improve recruiting effectiveness, and reduce turnover, Moore Afghanistan was contracted by UNDP to take on this responsibility.

OUR INVOLVEMENT

Recruitment and selection are fundamental human resource functions that overarches many different aspects of the organization's overall performance. With the rapid growth of the private sector, Moore Afghanistan strives to provide efficient services to its clients in practicing the

“best international standards” to find the right talent and to avoid missing out on potential employment opportunities. Therefore, recruitment is a process with a number of key stages, all of which combine to enhance the chances of finding the best candidates available for any advertised position. Moore Afghanistan understands and accepts that poor recruitment decisions continue to degrade organizational performance and limit goal achievement. Moore Afghanistan promulgates that the principle objective of the recruitment process should be to recruit, select and appoint employees appropriate to the present and future needs of the organization.

Moore Afghanistan was involved in the identification and recruitment of technical and non-technical personnel for United Nations on long term and short-term basis at different locations in Afghanistan. Moore Afghanistan was responsible for a transparent recruitment and routine administration of national personnel for United Nations programmes throughout the country according to the national labor law of Afghanistan. Activities included: recruitment of personnel, contract administration, and other relevant HR and payroll management activities.



OUR ROLE

Moore Afghanistan took a holistic approach towards this particular project, understanding that this project is unique and the project goals will be best realized when the requirements of the projects are fully taken into consideration. The fact that all new hires were serving the UN body, we had to make sure that we follow some strict vetting and investigative measures to verify that the personnel employed fulfill the minimum requirements of the project work scope. We used the following three internationally recognized best practices in order to meet UNDP's needs:

- Single Source Selection Method
- Head-hunting method
- Merit based selection method

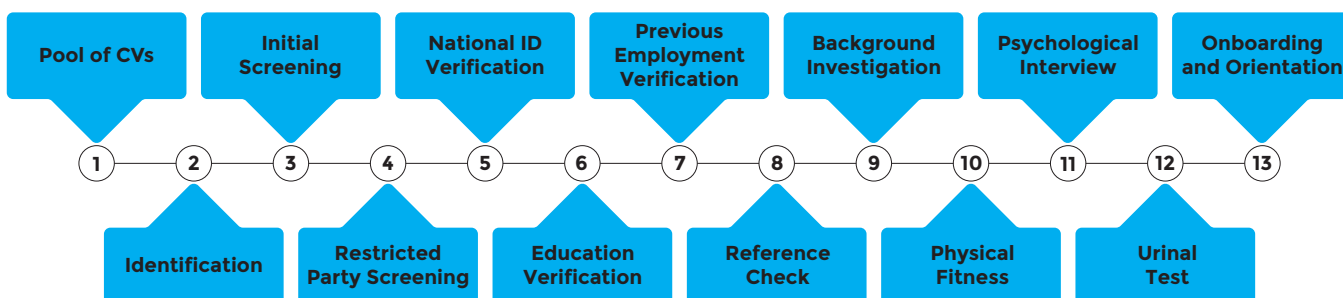
Moore Afghanistan offered both basic and comprehensive payroll administration with options of

national vetting, timesheet and leave management, performance management, expense reimbursement, tax calculations, salary disbursement, pay stub distribution and more to UNDP. Moore Afghanistan combined a powerful yet intuitive web-based human resource administration interface for convenient payroll management.

WHAT MAKE US UNIQUE

Our HR Team casts a wide net to recruit the most highly qualified and experienced Afghan professional and auxiliary staff in Afghanistan. By using the internet and personal network, our recruiting efforts are global to ensure we attract personnel from diverse geographical areas as well as a variety of specialties and skill sets. We post job vacancies on Moore Afghanistan's

website, ACBAR, Jobs.af, LinkedIn, Facebook, and Twitter, and advertise widely on professional networks. However, we understand that recruiting for some particular projects, such as this project, will involve adherence to strict security measures and will require giving full attention to the safety of the personnel to be deployed. Therefore, Moore Afghanistan uses its country wide network to identify qualified candidates for the positions in question.





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