



## CALL FOR CANDIDATURES: HR Assistant (UfM/IP/2017/008)

### 1. Subject:

The UfMS is seeking to incorporate an **HR Assistant in the Legal & Administration Department** at its Headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
Job Title:	Human Resources Assistant	Reports to:	HR Officer
Division/Area:	Legal & Administration		
Type of Contract	Local Staff Temporary Contract (1 year, renewable following performance and budget appropriations)		
Gross Salary Range	28.440€ - 36.000€		
SUMMARY			
<ul style="list-style-type: none"><li>• Support recruitment, i.e. screening of candidates, coordinating and organizing selection process of qualified applicants for the vacant positions.</li><li>• Coordinate communication with candidates and schedule interviews</li><li>• Assist with day to day operations of the HR functions and duties</li><li>• Coordinates Induction processes and documentation for new comers with Divisions and Departments</li><li>• Follow up dossiers with Host State under the supervision of HR Officer and handle requests with the Spanish Ministry of Foreign Affairs for all personnel.</li><li>• Prepare and administer deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments, termination/ends of mission, attendance records</li><li>• Assist in preparing the holidays plan, handles Leave System and requests and follow up on leave records</li><li>• Coordinates Internship Pool of Candidates and process of recruitment and on boarding of interns</li><li>• Manages daily inbox of generic HR e.mail boxes (HR, Recruitment, Leave)</li><li>• Maintain records of personnel dossier, HR Files and database</li><li>• Support in administrative matters, i.e preparing certificates and attestations, preparing update data for payroll.</li><li>• Supports Implementation of training activities by preparing documentation, assisting on actions, etc...</li></ul>			



Other duties in other areas as assigned supporting the HR Officer.

#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

##### Minimum Requirements

- Bachelor's Degree in Law, Social Sciences, Human Resources, Business Administration or equivalent.
- Experience in administration
- Proficiency in *English and French*. *Spanish* language is a must in reading, writing and speaking. Knowledge of other languages from UfM countries would be an asset.
- Knowledge of Spanish Labor Law would be a plus.

##### Desirable Requirements

- Knowledge of EU processes and regulations in Human Resources would be a plus.
- Proactivity, Interpersonal skills, flexibility and capacity to work in a diverse context.

## 2. **Submission of applications:**

Please read carefully the following information and send a complete application in English to the following address: [hr.assistant@ufmsecretariat.org](mailto:hr.assistant@ufmsecretariat.org)

The complete application includes:

- A detailed curriculum vitae in English clearly elaborating educational and professional experience.
- A motivation letter in English including a clear mention of the profile applied for and full postal address

Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage if not specified in the Vacancy Notice.

## 3. **Submission Date:**

Complete applications must be submitted by October 22<sup>nd</sup>, 2017 (midnight, European time, GMT+1)