

CALL FOR CANDIDATURES: HR Officer - UfM/LP/2017/002(Internal and External)

1. Subject:

The UfMS is seeking to incorporate a **Human Resources Officer** at its headquarters in Barcelona, from UfM member states. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job Description			
Job Title:	HR Officer	Reports to:	Deputy Director of Legal and Admin
Division:	Legal and Admin- HR Section	Category	Local staff
		Gross Salary	(43.000-47.746)
SUMMARY			
Supervised by Deputy Director of Legal and Admin, the HR Officer will be responsible of the HR Section dealing with human resources activities for the organization. Provide advice, assistance and follow-up on procedures, and documentation.			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none"> • Manage and co-ordinate the administration of human resources related issues for the Secretariat. • Advise on and/or implement Human Resources/Personnel policies, procedures, training and development plans. • Organize the Secretariat's recruitment and selection processes of qualified applicants for vacant positions and prepare job descriptions. • Support and provide inputs in order to issue the monthly salary pay slips. • Handle all special projects relating to personnel issues, including assistance in the development of Standard Operating Procedures. • Prepare and manage deployment of personnel, contracts, letters of appointment, contract extensions/addendums, reassignments, redeployments, termination/finalization of missions, attendance records, duty rosters, leaves, pension funds, and all relevant finance personnel related issues. • Manage forms and requests with the Spanish Ministry of Foreign Affairs for all International personnel. • Identify needs for equipment and/or services specifically required for his/her area of responsibility, technically define the appropriate requirements of the means required to cover these needs and participate, as appropriate, in the corresponding procurement processes. • Develop and maintain relationships with employment agencies, universities and other recruitment sources. • Recommend, develop and maintain human resource data bases, computer software systems, and manual filing systems. • Implement and manage the health and safety policy. • Other duties as assigned. 			

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE
<ul style="list-style-type: none"> • University Degree in Social Sciences, Human Resources, Business Administration or equivalent academic qualification in related fields. • Minimum 3 years of management experience, with broad professional experience, in legal, administrative and operational aspects of human resources and training. <p><u>Desirable requirements:</u></p> <ul style="list-style-type: none"> • Knowledge of Spanish Labor Law. • Experience in the implementation of EU processes and regulations in Human Resources. • Experience in working in an international environment, ideally an international public organization and/or multinational private sector.
LANGUAGES
<p>Minimum Requirements: <u>Proficiency in English and Spanish</u> in reading, writing and speaking. Good command of French. Knowledge of another language from UfM countries would be an asset.</p>

Submission of applications

2. Submission of applications:

Please read carefully the following information and send a complete application in English to the following address: hr.applications@ufmsecretariat.org.

The complete application includes:

- A **detailed curriculum vitae in English** clearly elaborating educational and professional experience relevant for the position.
- A **motivation letter in English in a separate document** 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.

3. Submission Date:

Complete applications must be submitted by **14th February 2017 (midnight, European time, GMT+1)**

Only shortlisted candidates will be contacted for interviews.