CALL FOR CANDIDATURES: HR Assistant (UfM/IP/2018/008)

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.

<table>
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<tr>
<th>Job Title:</th>
<th>Human Resources Assistant</th>
<th>Reports to:</th>
<th>HR Officer</th>
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<tbody>
<tr>
<td>Division/Area:</td>
<td>Legal &amp; Administration</td>
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<td>Type of Contract</td>
<td>Local Staff</td>
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<td>Temporary Contract (1 year)</td>
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<td>Gross Salary Range</td>
<td>28.440€ - 36.000€</td>
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**SUMMARY**

- Support recruitment, i.e. screening of candidates, coordinating and organizing selection process of qualified applicants for the vacant positions;
- Coordinate communication with candidates and schedule interviews;
- Assist with day to day operations of the HR functions and duties;
- Coordinate Induction processes and documentation for new comers with Divisions and Departments;
- 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;
- Prepare and administer deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments, termination/end of mission, attendance records;
- Assist in preparing the holidays plan, handles Leave System and requests and follow up on leave records;
- Coordinate Internship Pool of Candidates and process of recruitment and on boarding of interns;
- Manage daily inbox of generic HR email boxes (HR, Recruitment, Leave);
- Maintain records of personnel dossier, HR Files and database;
- Support in administrative matters, i.e. prepare certificates and attestations, prepare update data for payroll;
- Support Implementation of training activities by preparing documentation, assisting on actions, etc.;
Other duties in other related areas as assigned by 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.recruitment@ufmsecretariat.org.

The complete application includes (in separate documents):
- 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 June 15th, 2018 (midnight, European time, GMT+1)