



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.

Job description			
Job Title:	Human Resources Assistant	Reports to:	HR Officer
Division/Area:	Legal & Administration		
Type of Contract	Local Staff Temporary Contract (1 year)		
Gross Salary Range	28.440€ - 36.000€		
SUMMARY			
<ul style="list-style-type: none">• 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)