



CALL FOR CANDIDATURES: HR Assistant

Ref.UfM/FT/2022/009

1. Subject:

The UfM Secretariat is seeking to incorporate an HR Assistant at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description – HR Assistant UfM/FT/2022/00..			
Job Title:	HR Assistant	Reports to:	HR Officer
Division /Department:	Legal & Admin Department – HR Unit	Staff category conditions:	Contracted Staff (Fixed-Term Contract of 3 years, with 6 months' probation period): the possibility of extension (up to 3 years') is subject to the positive performance, applicable regulations and budget appropriations. Post Classification: CS4 Assistant Gross Salary Range: 36.000 Euros
SUMMARY			
Under the supervision of the HR Officer, will perform services and administrative tasks to support effective and efficient operations of the organization's human resource.			
PRIMARY RESPONSIBILITIES			
<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•Support Induction processes and documentation for new arrivals 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/ends of mission, attendance records
- Assist in preparing the holidays plan, handles Leave System and requests and follow up on leave records
- Coordinates Internship Pool of Candidates and process of recruitment and on boarding of interns
- Manages daily inbox of generic HR e.mail boxes (HR, Vacancies, Leave).
- Maintain records of personnel dossier, HR Files and database
- Support in administrative matters, i.e preparing certificates and attestations, preparing update data for payroll.

Other duties in other areas as assigned by HR Officer.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Minimum Requirements

- Bachelor's Degree in Law, Social Sciences, Human Resources, Business Administration or equivalent.
- At least 2 years of experience in Human resources management, administration or equivalent.
- Excellent organizational skills including ability to prioritize, multi-task, and work effectively with minimal supervision
- Professional secretarial skills
- Proven ability to work under pressure and to tight deadlines
- Excellent communication skills, both verbal and written in English and Spanish.
An excellent written and oral command in English and in Spanish are minimum requirement.
- Good command of Microsoft Office©

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.
- Knowledge of Spanish Labor Law would be a plus.
- Previous experience in recruitment would be an advantage.
- Experience or the ability to quickly learn payroll management, human resource information systems and similar computer applications would be an advantage.



Languages

- Minimum level for English and Spanish: professional working proficiency (CEFR; B2 level).
- Good command of Arabic, French would be a strong asset.

2. Submission of applications:

To apply, you need to complete [the application form on the website](#) (link to be added as needed by HR) and include the following information and documents:

- **A detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cv".**
- **A motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cover letter".**

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

3. Submission Date:

Complete applications must be submitted by 3rd February , 2023 (midnight, European time, GMT+1).

4. Conditions:

The UFM Secretariat, on the basis of qualifications, will determined the initial grade and step on appointment and could be a grade different from that shown above.

The UFM Secretariat reserves the right to appoint the selected candidate at a lower level than the advertised level of the post.

Protection of personal data - Privacy notice

The UfMS as the body responsible for organizing the selection process will ensure that Candidates' personal data are processed with greatest care and confidentiality. This applies in particular to the security of such data. Personal data shall be processed solely for the purpose of the selection procedure.



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Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the concerned candidate automatically from the recruitment procedure. Thus, Candidates give an explicit consent by submitting their candidatures for their processing, which constitutes a complimentary ground for lawfulness of data processing, notably with regard to sensitive data.

Should any Candidate have any query concerning the processing of his/her personal data, he/she shall address it to the following address: hr@ufmsecretariat.org