



CALL FOR CANDIDATURES: Head of Human Resources Unit

Ref UfM/FT/2023/008

1. Subject:

The UfM Secretariat is seeking to incorporate a Head of Human Resources Unit at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description – Head of HR UfM/FT/2022/008			
Job Title:	Head of Human Resources	Reports to:	Secretary General
Division /Department:	Secretary General Office- Human resources Unit	Staff category conditions:	Contracted Staff as per Staff Regulations and Implementing Rules of the Staff Regulations Post Classification: CS2.3 Head of Unit Gross Salary: €60000
SUMMARY			
<p>Directly reporting to the UfM Secretary-General, the HR Head of Unit defines the HR strategy of the UfM in line with the organization's objectives and relevant international and local legislation.</p> <ul style="list-style-type: none">- Engages in dialogue with senior management regarding the organization's strategy to ensure UfMS achieves its objectives in response to evolving business challenges.- Gathers management expectations and business needs concerning human resources issues by establishing strong business relationships with hiring managers and other internal stakeholders.- Coordinates closely with Legal, finance and Administration department in correlated matters.- Sets objectives aligning the HR strategy to the applicable laws and procedures.- Represents management with UfMS's Staff Representative bodies and informs employees about HR organization projects.			
PRIMARY RESPONSIBILITIES			
HR Administration <ul style="list-style-type: none">• Manage and coordinate human resources (HR)			



- Develop and implement HR programs, processes, procedures, policies, and practices for the UfMS.
- Ensure the correctness of the necessary data for timely monthly processing including for payroll.
- Coordinate with the Spanish Ministry of Foreign Affairs on matters and issues related to secondees.
- Manage relationships with external suppliers, especially for payroll, and identify equipment, tools, and/or IT services specifically required for the smooth running of UfMS Human Resources operations.
- Ensure appropriate procurement procedures are followed in cooperation with UfMS's Procurement department.
- Create and implement the health and safety policy and foster well-being at work.
- Organise and manage HR Archives (electronic/digital & paper).

Recruitment and Career Management

- Design develop and implement Talent Acquisition policies, procedures and processes.
- Ensure new recruitments comply with local labour regulations and UfM needs.
- Ensure Secondments are managed with the highest standards.
- Provide a high-quality onboarding and welcome process for new arrivals.
- Prepare and manage personnel contracts, appointment letters, attendance records, leave, separations, pension system and all personnel-related matters.
- Manage workforce administration, provide planning for a place for development and career growth, employee engagement, retain and motivate staff, reward and recognition.
- Ensure creation and support for organization culture and positive team spirit.
- Provide sustainable support to staff members.

Creation and Implementation of an Active HR Policy

- Continuously monitor HR reforms, deadlines, guidelines, and keep abreast of evolving HR practices.
- Provide guidance on staff regulations reform and its implementing rules both to Management and staff
- Develop HR policies and circulars within the UfMS, focusing on gender equality and diverse and inclusion.

Personnel Evaluation and Development

- Monitor personnel performance with the aim of maximising employees' productivity.
- Create an annual performance review system with Performance Indicators, objective set-ups and targets.



- Coordinate performance management exercises and annual evaluation meetings for management.
- Develop training and development plans based on HR market trends.
- Provide feedback reports and data analysis on training needs and achievements and provide guidance in designing learning activities.
- Promotes and actively participates in Branding activities and Culture Change programmes.
- Other duties as assigned.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

REQUIRED QUALIFICATIONS

- Business schools with an HR option or specialization.
- Bachelor's degree +2 (master) in HR management, HR development, international labor law, social law, and corporate social responsibility.
- MBA in HR management.

ESSENTIAL REQUIREMENTS

Be a national of a UfM member state and be entitled to his/her full rights as a citizen

- Have at least 8 years of professional experience related to the described functions and responsibilities.
- Good knowledge of best practices in talent identification, attraction and retention
- Strong customer orientation and negotiation skills, sense of ownership and solution-oriented mindset
- Previous experience in Employer Branding activity and in project and change

DESIREABLE REQUIREMENTS

- Work experience in an international environment, preferably within international cooperation or a multinational context.
- Knowledge of the Mediterranean region.
- Knowledge of Spanish labour law and local Spanish administration is a significant advantage.
- Knowledge of Spanish will be considered an asset.
- Previous experience in Project and Change Management would be an asset.

LANGUAGES SKILLS REQUIREMENTS:



Full proficiency in English is mandatory. Proficiency in another UfM language (Spanish, French or Arabic), would be an asset.

2. Submission of applications:

To apply, [you need to complete the application form on the website](#) 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, e-mail address and contact number.. **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 10th November 2023 (midnight, European time, GMT+1).

4. Conditions:

The UfM Secretariat reserves the right to appoint the selected candidate at a lower level than the advertised level of the post in accordance with relevant qualifications and experience.

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.

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