



## CALL FOR CANDIDATURES

### Human Resources Assistant – Talent Management Human Resources Unit, Cabinet of the Secretary General UfM/FT/2024/06

#### 1. Subject

The UfM Secretariat is seeking to incorporate a Human Resources Assistant – (Talent Management) for its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

JOB DESCRIPTION			
<b>Job Title:</b>	HR Assistant – Talent Management	<b>Reports to:</b>	Head of HR
<b>Department:</b>	SG Office-HR Unit	<b>Category:</b>	CS4.2 Assistant
<b>Annual Gross Salary</b>	EUR 36.000	<b>Type of Contract and Duration:</b>	Contracted Staff as per Staff Regulations and Implementing Rules of the Staff Regulations
<b>SUMMARY</b>			
Under the supervision of the Head of HR, the HR Assistant will provide operational and administrative support for the activities of the HR Unit related mainly with Talent Management, following the rules and procedures of the UfM.			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• Recruitment &amp; selection of candidates: publishing vacancies, screening of candidates, communicating with candidates, scheduling interviews and tests where required, etc.</li><li>• Induction of new staff: facilitate guidelines and documentation to the Divisions and Departments ensuring newcomers go through a defined induction process.</li><li>• Probation periods: follow up with the Divisions and Departments the performance during ensuring an assessment is prepared before confirming the employees in their position.</li></ul>			



- Performance Management: impulse and follow the implementation of the performance management cycle.
- Training & Development: consolidate the training needs and support in managing the approval process.
- Internships: collect the internships needs of the Departments and Division, publish the vacancies and support in selecting the candidates.
- Manage all administration related with Talent Management: recruitment, performance management, Training & Development and internships.
- Continuous improvements: contribute to improving HR processes and tools.
- Support the HR Unit and assist with other day to day operations of the HR functions and duties.
- Ensure the back-up of the HR colleagues when required.

#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

##### Minimum Requirements

- Bachelor's degree in Human Resources, Business Administration, Psychology or equivalent.
- At least 2 years of experience in Talent Management or recruitment, ideally in an international environment.
- Excellent organizational skills including ability to prioritize, multi-task, and work effectively with minimal supervision.
- Proven ability to work under pressure and to tight deadlines.
- Excellent communication skills, both verbal and written in English and a second language (Arabic, Spanish or French).
- Good command of Microsoft Office®.
- Motivation for the Union of the Mediterranean mission.

##### Desirable Requirements

- Knowledge of EU processes and regulations in Human Resources would be a plus.
- Experience in studying or working in a diverse context.
- Good command of Arabic would be a strong asset.

##### Competences:

- Team orientation: ability to work co-operatively and effectively with others in an international and multi-cultural environment, including information sharing and mutual help.
- Proactivity and results orientation,
- Adaptability/Flexibility: Desire to learn, improve and innovate – interest in new ways/situations.



- Impartiality and confidentiality,

## 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. **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 **26 April 2024 (midnight, European time, GMT+1)**.

## 4. Selection Process

Complete applications are evaluated in terms of experience, education and skills. The Selection process for eligible candidates consists of a written assessment and a competency-based interview. Based on the selection process progress, an additional selection step might be added.

## 5. Conditions

Based on candidates' qualifications and experiences, the UfM Secretariat reserves the right to appoint the selected candidate at a lower grade and/or step than the ones advertised in the above call for candidatures.



### ***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 her/his personal data, she/he shall address it to the following address: [hr.recruitment@ufmsecretariat.org](mailto:hr.recruitment@ufmsecretariat.org).*