



CALL FOR CANDIDATURES: Head of Human Resources (UfM/LP/2013/005)

1. Subject:

The UfMS is seeking to incorporate a Head of Human Resources at its headquarters in Barcelona.

Below is the job description, detailing the responsibilities and required skills and qualifications.

Vacancy announcement - Internal/External			
Job description			
Job Title:	Head of HR (local staff)	Reports to:	Director of Legal and Admin
Division:	Legal & Administration	V.A No:	005
Indicative gross annual remuneration	EUR [52.000 - 55.000]	Eligibility	Open to internal and external candidates
SUMMARY			
Under Supervision of the Director of Legal and Admin, the Head of HR will be responsible for human resources and personnel activities for the organization. Provide advice, assistance and follow-up on organizational policies, procedures, and documentation.			
PRIMARY RESPONSIBILITIES			
Administrative duties • To be responsible for effective HR management and administration of related issues for the Secretariat. • To organize the Secretariat recruitment and selection process of qualified applicants for the vacant positions including job descriptions, vacancy announcement, screening of candidates, organization of interview panels. • To prepare and manage deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments, termination/ends of mission, attendance records, duty rosters, leaves, pension funds, and all relevant finance personnel related issues. • To issue the monthly salary payslips for local personnel. • Develop and maintain human resources data bases, computer software systems, and manual filing systems. • To be responsible for staff leave and attendance records management. • To manage forms and requests with the Spanish Ministry of Foreign Affairs for all International personnel. • To implement and manage the health and safety policy. • Other duties as assigned.			



Organisational duties

- To advise or implement Human Resources/Personnel policies, procedures, training and development plans.
- To handle all special projects relating to personnel issues, including assisting in the development of Standard Operating Procedures.
- To advise on appraisal performance system for the staff.
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services.
- To develop and maintain relationship with employment agencies, universities and other recruitment sources.
- To mediate conflict and monitor advice on disciplinary matters in accordance with established policies and procedures.
- Other duties as assigned.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- An advanced University Degree in Social Sciences, Law, Human Resources, Business Administration or equivalent academic or professional training.
- To have a minimum of 3 years of related experience, especially in legal, administrative and operational aspects of human resources and training.
- Thorough knowledge of Spanish Labor Law would be an advantage.
- Experience in the implementation of EU processes and regulations in Human Resources would be an advantage.
- International experience, particularly in multi-national and international organizations would be an advantage.
- Proficiency in English (reading, writing and speaking).
- Proficiency in Spanish would be an asset. Knowledge of French or another Euro-Mediterranean language would be an asset.

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:

- 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 **September 16th, 2013 (midnight, European time, GMT+1).**