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| Human Resources Officer |
| Employment Regime: Local Contracted |
| Group: 2 |
| Reporting line: international Human Resources Officer |

Main Tasks and Responsibilities:

- To provide support in the selection and recruitment process, preparing job offers and employment contracts, as well as liaising with the selected candidates on matters related to entry into service (employment conditions, deployment, etc);
- To support the integration of new staff at the mission through information and guidance, as well as scheduling the induction training;
- To monitor and follow-up on individual training requests;
- To coordinate with relevant staff for consular issues for the personnel;
- To ensure timely and accurate administrative management of individual rights and entitlements for the staff members including determination and follow up on individual rights, ex ante and ex post control;
- To ensure the correct application of relevant CivOps HQ Guidelines and HR Mission Standard Operating Procedures by managing, monitoring, following-up and reporting on working time, leave and absences;
- To act as a focal point for procedures related to taking-up duties and termination of employment;
- To participate in the implementation and maintenance of the HR database, ensuring the correct and timely update of the HR information (updating employee data following selection, updating position data and organizational structures, reorganizations, training courses, time attendance, leaves etc) and contributing to the preparation of HR related statistics and reports;
- To perform administrative duties, draft emails, memos, letters and other documents as required, including maintaining relevant filing systems;
- To assist in HR related financial, budgetary and procurement matters (e.g. payroll, by acting as operational initiator for commitments and payment in the relevant areas of activity);
- To support the preparation of the relevant Terms of Reference in the framework of the tenders related to the services administered by HR Unit;
- To assist in running the performance appraisals exercise;
- To manage HR functional mailbox and keep an effective HR archiving system both digitally and in hard-copies;

- To continuously develop skills relevant to the above specified duties;
- To perform other duties as required by the international Human Resources Officer.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a Bachelor's degree in Human Resources, Law, Business Administration, Social Sciences or any other relevant field. An equivalent relevant professional experience of 6 years after successful completion of secondary education in lieu of the required university degree may be considered;
- Minimum of 5 years of experience in the fields of HR services and administration, after meeting the educational requirement, (including in the procedures relating to entry into service, termination of employment, determination of individual rights and entitlements, payroll, HR metrics and reporting);
- Experience in using customized databases and/or query tools;
- Very good organizational skills and ability to work within tight timelines while maintaining accuracy;
- Ability to deal with information with confidentiality and discretion;
- Respect and value diversity;
- Aptitude for team work while accepting full responsibility for own role and objectives;
- Excellent level of written and spoken English and Arabic; knowledge of Hebrew is desirable;
- Proficiency in MS Office Suite (Excel, Word, Power-point, Outlook).
- Valid driving license in area of operations.

