

Position Title: Human Resources Officer	Employment Regime: Local Contracted	Category: Grade II
Ref. Number HRL02	Location: Ramat Gan	
Department/Unit: Human Resources Office	Availability: ASAP	Reporting line: International Head of Human Resources

MAIN DUTIES AND RESPONSIBILITIES

The Human Resources Officer supports the delivery and administration of the Mission's human resources functions, providing timely, accurate and confidential HR services throughout the employee lifecycle. The position supports recruitment and selection, onboarding and staff administration, training, payroll-related processes and employment separation, while maintaining HR records and systems and contributing to HR reporting and related administrative, financial and procurement processes.

1. Recruitment and HR Administration

- To support and administer recruitment and selection processes, including the preparing of vacancy documentation, job offers and employment contracts, as well as liaising with the selected candidates on matters related to entry into service, employment conditions, and deployment.
- To coordinate onboarding and induction activities for newly recruited staff members, providing information, guidance, and facilitating induction training;
- To monitor and follow-up on individual training requests;
- To coordinate with relevant staff for consular issues for the personnel;
- To ensure the timely and accurate administration of individual rights and entitlements, including eligibility assessments, verification of supporting documentation, and ex ante and ex post administrative controls;
- To monitor and report on working time, leave and absences, ensuring compliance with applicable CivOps HQ Guidelines, Mission HR Standard Operating Procedures and relevant employment provisions;
- To act as a focal point for procedures related to taking-up duties and termination of employment;
- To assist in the coordination and administration of the staff performance appraisal process;

- To manage the HR functional mailbox and maintain accurate, secure and effective HR records and archiving systems in both electronic and hard-copy formats.

2. HR Systems and Operational Support

- To maintain and update HR information systems and databases, ensuring the accuracy and timeliness of employees, position and organisational data, and to contribute to the preparation of HR statistics, reports and workforce-related analyses.
- To perform administrative duties, draft emails, memos, letters and other documents as required, including maintaining relevant filing systems;
- To support HR-related financial, budgetary and procurement processes, including the administration of staff payroll, coordination with local insurance companies and payroll service providers, and acting as Operational Initiator for commitments and payments within the assigned areas of responsibility.
- To support the preparation of Terms of Reference and related documentation for procurement procedures concerning services administered by the Human Resources Unit;
- To maintain and continuously develop knowledge, skills and competencies relevant to the assigned duties and responsibilities;
- To perform other duties within the scope of responsibilities as assigned by the Head of Human Resources.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- **Education:** 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.

In lieu of a university degree, a minimum of six (6) years of relevant professional experience gained after the successful completion of secondary education may be considered;

- **Experience:** Minimum of five (5) years of professional experience in Human Resources, personnel administration, or related administrative, coordination, or support functions, gained after meeting the educational requirements, with relevant experience in areas such as recruitment and selection, onboarding and entry into service procedures, administration of individual rights and entitlements, payroll-related processes, employment separation procedures, and HR reporting and statistics.
- **Languages:** Excellent command of written and spoken English. Good working knowledge of Arabic and Hebrew.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Experience in using HR and payroll systems, customized databases and/or query tools;
- Very good organizational skills, with the ability to manage multiple priorities and work within tight timelines while maintaining a high level of accuracy;
- Ability to handle sensitive information with the utmost confidentiality, professionalism and discretion;
- Respect for and commitment to diversity, inclusion and equal treatment;
- Ability to work effectively both independently and as part of a team, while taking full responsibility for assigned tasks and objectives;
- Valid driving license valid in the area of operations.

