

<b>Position:</b> Recruitment Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. number:</b> 021	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Recruitment Assistant reports to the Human Resources Officer.

### Main Tasks and Responsibilities:

- To conduct comprehensive reviews of job descriptions in direct consultation with Line Managers and other internal stakeholders and in accordance with the internal framework;
- To analyse and determine correctly the candidates' eligibility for the posts;
- To plan, organise and take part in the assigned selection procedures in accordance with the internal framework;
- To duly prepare the Calls for Contributions for staff and interns;
- To prepare all recruitment-related documents and statistics in accurate and timely manner;
- To ensure efficient relevant communication with both internal and external stakeholders;
- To ensure accurate and timely verification of required pre-deployment documentation and activities;
- To prepare and/or coordinate draft memoranda and decisions;
- To ensure a proper processing of documents and queries related to obtaining/renewing the (in-lieu) Personnel Security Clearances and Criminal Records Checks;
- To contribute to the development and implementation of the Human Resources strategies, policies and procedures;
- To assist in the implementation of different recruitment-related projects;
- To ensure a proper filing and archiving of all documents, as well as a timely update of all records;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- A level of secondary education attested by a diploma
- AND**
- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements.

### Specification of Education and Experience

- A minimum of five (5) years of responsible professional full-time experience in recruitment;
- Excellent organisational skills coupled with the ability to manage a high workload on occasions;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent computer skills in Ms Office applications (Excel, Word, PowerPoint, Access);
- Excellent drafting skills;
- *Tact, discretion and impeccable accuracy with a strong eye for details;*
- *Sound judgment and very good analytical skills;*
- Ability to work productively and with a minimal supervision in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;

- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly with multi-national and international organisations.