

Position: Human Resources Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 099	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Human Resources Officer reports to the Deputy/Head of Human Resources Unit.

Main Tasks and Responsibilities:

- To assist the Deputy/Head of Human Resources Unit in the management and co-ordination of all Human Resources related issues of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To provide HR advice and services in the areas of recruitment and selection, HR planning, staff relations and advice, performance management, training and induction programmes, statistics and post management;
- To supervise the preparation of job descriptions for the upcoming vacancies, liaising with the substantive offices on the determination of education and experience and prior classification of positions;
- To participate in the recruitment panels, promoting equity, transparency and consistency in the selection and placement of staff while demonstrating flexibility in understanding management needs and developing appropriate courses of action;
- To advise on interpretation of the Staff Rules and to assist in review and drafting of HR policies/procedures and to recommend changes, as required;
- To ensure the correct preparation and timely submission of the monthly payroll, including insurance and other financial entitlements of staff;
- To examine the complex HR issues and carry out investigation/research in order to prepare reports and analysis for the Deputy/Head of Human Resources Unit;
- To administer the performance management and evaluation system, overseeing the accurate and timely completion of performance evaluation reports;
- To assist in the preparation and maintenance of statistical and standard reports related to Human Resources;
- To assist in the development of a training capacity within the organisation coordinating with staff to ensure that training and development programmes meet requirements;
- To undertake any other related tasks as required by Line Managers.

Essential Qualifications and Experience:

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

- A minimum of seven (7) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise: Business or Public Administration, Human Resources Management or other related university studies;
- A minimum of seven (7) years of progressively responsible experience in Human Resources Management of which at least three (3) years at the supervisory/management level;
- Knowledge of Human Resources policies, procedures and practices;
- Ability to develop and draft clear and well-articulated staff procedures, policies and guidance;
- Demonstrated ability to identify Human Resources and Administration related issues, analyse and formulate opinions and issue conclusions and recommendations on complex Human Resources policy and development issues;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with a minimum supervision;
- Proven experience in conducting training and workshops;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people from different national and/or cultural backgrounds;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in Human Resources Management at a national or international court;
- Knowledge of financial transactions and general procedures;
- Knowledge of HR software systems and implementation;
- Knowledge of the functioning of the EU and in particular CSDP Missions.