

<b>Position:</b> Deputy Head of Human Resources Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 164	<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 Deputy Head of Human Resources Unit reports to the Head of Human Resources Unit (HRU).

### Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Head of HRU, as required;
- To develop and implement policies, tools and internal controls for Human Resources (HR) related issues;
- To assist the Head of Unit with a variety of special assignments requiring research, data analysis and reporting;
- To advise and support the Head of Unit in managing and overseeing the work of the staff in the Unit taking into consideration organisational priorities;
- To advise and provide support in the HR management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, namely in planning, development and management of the Recruitment, Staff Administration, including correct calculation of monthly payrolls and other financial/HR entitlements, and related HR functions;
- Under guidance of the Head of Unit, to draft regulations, administrative instructions and policies or guidance that are necessary for the HR function, compliant with the EU legislation and internal rules and procedures;
- Under the guidance of the Head of Unit, to carry out administrative/financial tasks necessary for the functioning of the Unit, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget performance and performance indicators;
- To ensure consistency, fairness and transparency of HR decisions in accordance with the Specialist Chambers and Specialist Prosecutor's Office's rules and regulations, Standard Operating Procedures (SOP) and HR policies;
- To contribute to the development of and implementation of the new ERP system and to manage related changes;
- To support the development of and implementation of other required HR systems, processes and tools in order to improve productivity and efficiency of the HR activities;
- To advise and support in coordinating external and internal audits;
- To liaise and cooperate on HR issues with the relevant internal and external actors, as necessary;
- To undertake any other related tasks as requested by the 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 ten (10) years of relevant professional experience after having fulfilled the educational requirements, out of which a minimum of three (3) years of management experience.

#### Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Business or Public Administration, Human Resources Management or other related university studies;
- A minimum of three (3) years of management experience in HR related matters in an EU institution, CSDP Mission or an international organization or hybrid criminal court;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with a minimum supervision;
- Ability to work efficiently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

#### Desirable

- Knowledge of the EU rules and regulations, HR policies, procedures and practices;
- Knowledge of financial transactions and general procedures;
- Knowledge of ERP system and its implementation;
- Good understanding of the political, cultural and security situation of the Balkans, in particular, of Kosovo.