

Position: Deputy Head of Human Resources Unit	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 164	Location: The Hague, the Netherlands	Availability:
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 Deputy Head of Human Resources Unit reports to the Head of Human Resources Unit.

Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Head of Unit, as required;
- Under guidance of the Head of Unit, to draft regulations, administrative instructions and policies or guidance that are necessary for the HR function taking into account best practices, the EU legislation and internal rules and procedures;
- Provide expert advice and guidance to all staff including line managers in the implementation of the required policies,
- Act as an advocate during consultations and negotiations with line managers, preparing position papers, attending meetings and delivering presentations to clarify issues;
- To advise and provide support in the HR management of the Specialist Chambers and Specialist Prosecutor's Office, namely in planning, development and management of the Recruitment, Staff Administration, Learning and Development and Performance Management as well as Staff Welfare matters. Serve as the first focal point on complex HR matters, identifying proposed course of action, compromise approaches and/or issues that require policy changes to improve productivity and efficiency of the HR activities;
- 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 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 organizational priorities;
- 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 contribute to the development of and implementation of the new ERP and other required HR systems as may be required
- 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;
- Demonstrable experience in drafting of the HR-related policies in a concise, understandable way and implementation of HR-related policies;
- 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

- Prior work experience in an EU institution, CSDP Mission or an international organization or hybrid criminal court;
- 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.