

Position Name: BSE Human Resources and Administration	Employment Regime: Seconded	
Ref. number: BSE 01	Location: Brussels	Availability: ASAP/July 2020*
Component/Department/Unit: Head of Mission Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

*The availability of the position is limited to one year, without possibility of extension

1. Reporting Line:

The BSE Human Resources and Administrative Officer reports to the Head of Mission and is embedded in the CPCC in Brussels and functionally cooperates closely with the D/HoM/Chief of Staff and the Mission Support Division.

2. Main Tasks and Responsibilities:

- To prepare Calls for Contributions and to participate in their distribution;
- To process applications and maintain rosters and databases;
- To participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate, in co-ordination with CPCC;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their carry out assignments in management and co-ordination of all human resources related issues;
- To apply Human Resources/Personnel Policies and Procedures;
- To advise in preparation of Job Descriptions and Standard Operating Procedures;
- To implement the selection staff policies and processes job applications as per CPCC rules
- To maintain records related to staff selection;
- To advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States;
- To participate in the preparation of administration related plans and reports;
- To undertake any other related task in the BSE team as requested by Head of Mission/Deputy Head of Mission.

3. Mission Specific Tasks and Responsibilities:

- Establishes and maintains contacts with the Member States and other international actors as well as the civil society at Brussels Level;
- Supports HR, logistic, finance, procurement and contracting processes;
- Uses legally established policies and procedures in line with the EU legislation and regulations, as applicable to the CSDP Missions;
- Liaises as appropriate with the CPCC and FPI3 for operational and administrative matters of the Mission at Brussels level;

- Provides assistance to the Mission departments related with all HR, logistic, finance, contracting and procurement matters;
- Assists in the development of internal Mission support procedures.
- When required also to assist the mission on reporting matters and other materials required by CPCC.
- Coordinates the standardization of procedures among missions with other BSEs', as appropriate
- To optimize the usage, the BSE can be double hatted to cover EUBAM Rafah mission.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework 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. Bachelors' Degree; AND
- A minimum of 4 years of relevant professional experience in human resources management related issues, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Administrative skills and attention to details;
- Analytical and reporting skills;
- Networking skills;

6. Desirable Qualifications and Experience:

- Experience in planning and implementing projects in the field of human resources management;
- University or/and Masters' degree in business administration or in human resources management or international certification in human resources management;

7. Desirable Knowledge, Skills and Abilities: N/A