

<b>Position Name:</b> Visiting Expert – Human Resources Information System	<b>Employment Regime:</b> Seconded – Visiting Expert	
<b>Ref. Number:</b> VE-HRIS 02	Location: Baghdad, Iraq	<b>Availability:</b> From: 15 January 2022 To: 15 April 2022
<b>Component/Department/Unit:</b> Operations	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Visiting Expert (VE) – Human Resources Information System (HRIS) Expert, reports to the Head of Operations Department.

### 2. Main Tasks and Responsibilities

- To be responsible for the review/development of the draft multi annual Human Resources Information System (HRIS) project description in close coordination with the Ministry of Interior and international partners. The project scope will include:
  - To advise the Director General Human Resources, the Ministry of Interior and his line managers on strategic Human Resources Management (HRM) with focus on HRIS related matters.
  - To further advise and provide a draft overall multi annual plan for the implementation of the HRIS project in the Ministry of Interior; including project resourcing, training, procurement, establishing a vendor analysis on additional activities, budgeting of the project, risk and change management approach including stakeholder analysis, risk management and a change management approach.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, particularly in the progress.
- To maintain necessary contacts and build relationships with relevant counterparts.
- To liaise closely with other Senior Strategic Advisers as appropriate.
- To identify best practices and lessons learned within the field of responsibility.

### 3. General Tasks and Responsibilities

- To contribute to mission reporting in the area of the task ;
- To support and contribute to the identification of lessons learnt and best practices in the area of the task;
- To take account of gender issues and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

### 4. Essential Qualifications and Experiences

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 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. The qualification should be in the field of Human Resources or Information Technology;
- To have a minimum of 6 years of relevant full-time professional experience as HRIS Analyst, HRIS Manager or HRIS Consultant, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities

- To have a documented HRIS experience at managerial expert or consultancy level;
- To have documented large scaled project management experience;
- To have a knowledge of English both spoken and written at high level (C1).

## **6. Desirable Qualifications and Experiences**

- To possess excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- To have professional experience in national or international assignments in planning and supporting implementation of HRIS projects.

## **7. Desirable Knowledge, Skills and Abilities**

- Good working knowledge of the political, cultural and security situation of Iraq or other areas within the similar geopolitical region;
- To have experience in giving strategic advice in developing HRIS project at ministerial level.