

Position Name: Visiting expert – Human Resources Management	Employment Regime: Seconded – Visiting Expert	
Ref. Number: VE-HRM 03	Location: Baghdad, Iraq	Availability: From: 15 January 2022 To: 15 April 2022
Component/Department/Unit: Operations	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Visiting Expert (VE) – Human Resources Management (HRM) Expert, reports to the Head of Operations Department.

2. Main Tasks and Responsibilities

- To be responsible for reviewing/developing the draft multi annual project plan on the Human Resources Information System (HRIS) with a focus on the development of Human Resources Management in close coordination with the Ministry of Interior and international partners. The tasks and responsibilities will encompass but will not be limited to:
 - Advising on the Human Resources Management capacities within the MoI with the development of a new HRIS;
 - advising on the HRIS development structure, processes and overall resources in coherence with budgets;
 - advising on the development of the new Human Resources Management HRIS functions and processes in MOI including criteria for MoI strategic workforce planning and other HRM requirements supporting the business needs;
 - advising on the development of Strategic and Operational HRM capacities within the MOI;
 - developing a draft Strategic roadmap for HRIS and HRM in MoI and the Human Resources Directorate.
- 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 second cycle under the framework of qualifications of the European Higher Education Area, e.g., Master's Degree. The qualification should be in the field of Human Resources or related area.
- A minimum of ten (10) years of relevant full-time professional experience as Human Resources at Managerial level or as consultant from an international consultancy company, after having fulfilled the education requirements;
- Professional experience in national and/or international assignments in planning and supporting large change management programmes/ organizational development programmes;
- Well documented project management experience.

5. Essential Knowledge, Skills and Abilities

- To have a good knowledge of spoken and written English at level (C1 or higher).

6. Desirable Qualifications and Experiences

- To have documented large scaled project management experience;
- To have a documented HRIS experience at managerial, expert or consultancy level.

7. Desirable Knowledge, Skills and Abilities

- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- 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 Human Resources Management at ministerial level.