

<b>Position Name:</b> Brussels Support Element (BSE) Human Resources and Liaison Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-007	<b>Location:</b> Brussels	<b>Availability:</b> 15/09/2022
<b>Component/Department/Unit:</b> Chief of Staff Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Brussels Support Element (BSE) Human Resources and Liaison Officer reports to the Chief of Staff and functionally supports and works with the Mission Personnel Division, Civilian Planning and Conduct (CPCC).

### 2. Main Tasks and Responsibilities:

- To participate in the recruitment, selection and deployment of international personnel;
- To plan, prepare and manage the Calls for Contributions process and support the Mission in conducting a timely force generation process;
- To process applications and maintain rosters and databases in coordination with Civilian Planning and Conduct Capability (CPCC);
- To establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with Contributing States to facilitate Mission member on-boarding and coordination of all human resources related issues;
- To advise Mission Management and HR on Human Resources Policies and Procedures as per CPCC rules;
- To advise in the preparation of job descriptions and Standard Operating Procedures;
- To prepare and maintain records related to staff selection;
- To facilitate the deployment of personnel and prepare contracts, letters of appointment, reassignments, redeployments and terminations;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States and CPCC;
- To participate in the preparation of human resources planning and reporting, including quantitative and qualitative analysis;
- To be embedded in the Civilian Planning and Conduct Capability (CPCC).

### 3. General Tasks and Responsibilities:

- To identify and report on lessons identified/learned and best practices within the respective field of responsibility;
- To ensure timely reporting on activities within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

### 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. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience, 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.

**6. Desirable Qualifications and Experience:**

- Experience in planning and implementing projects in the field of human resources management;
- International experience, particularly in crisis areas with multinational and international organisations;
- University or/and Master's degree in business administration or in human resources management or international certification in human resources management.

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

- Networking skills.