

Position Name: Human Resources Officer	Employment Regime: Seconded	
Ref. Number: SOM-9019 SOM-9020	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Chief of Staff Department/ Human Resources Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources Section.

2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources Section;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Brussels Support Element–Human Resources and Administrative Officer in all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate the extension process for eligible seconded and contracted staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and Civilian Operations Headquarters (CivOpsHQ);
- To coordinate the selection and recruitment process by:
 - managing vacancies and applications;
 - advising and training selection panels;
 - preparing selection reports;
 - participating in selection panels;
 - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
 - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
 - communicating with candidates;
 - conducting the grading of international and national contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CivOpsHQ, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CivOpsHQ Human Resources policy;
- To conduct timely issuance and management of employment contracts for international and national staff;
- To administer insurance portfolio for international and national staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary relocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements in coordination with the Field Office Administrative Officers;
- To utilise the centralized IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To support, inform, assist and advise on training and staff development;
- To implement a performance management approach in accordance with CivOpsHQ policy, for monitoring, assessing and developing the performance of Mission members;
- To develop and implement tools for business continuity;
- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ;

- To act as a point of contact for mission members in regards to visa issues, being the link to the Immigration Directorate;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks 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 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank; 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;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching and negotiating skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas, with multinational and international organisations;
- Training and experience in MS Excel, Access and Visio and building databases with similar software;
- University or/and Master's Degree in human resources management or/and an international certification in human resources management;
- Experience in payroll-related tasks;
- Experience in change management processes.

7. Desirable Knowledge, Skills and Abilities:

- Ability to prepare HR communications appropriate to the audience;
- Familiar with Enterprise Resource Planning (ERP) systems;
- Acquaintance with financial administrative procedures.