

SECONDED POSITION(S)

Position: Young Professional Expert in Human Resources (Recruitment and Training)	Employment Regime: Seconded	
Ref. Number: EK YPE 001*	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Chief of Staff / Human Resources Division	Security Clearance Level: N/A	Open to Contributing Third States: NO

1. Reporting Line:

The Young Professional Expert in Human Resources (Recruitment & Training) reports to the Head of Human Resources Division (HHRD) and is administratively line managed by the Human Resources Training Officer (HRTTO).

2. Main Tasks and Responsibilities:

- To assist in the management of the end-to-end selection and recruitment processes, ensuring compliance with established procedures and guidelines in consultation and under the supervision of the HHRD;
- Supporting the preparation of Calls for Contributions for international staff and Calls for Applications for local staff;
- Advising and assisting Mission members on Human Resources recruitment policies and procedures, recruitment best practices, and diversity and inclusion;
- Supporting the HR Rotations Team in the execution of extension exercises, the deployment and onboarding of selected candidates and their redeployment in coordination with the CivOpsHQ.
- To assist development and implementation of effective recruitment outreach strategies in attracting qualified candidates for various positions within the Mission in consultation and under the supervision of the HHRD.
- To assist the HRTTO in coordinating external and in-Mission training for Mission staff members by providing logistics, administrative and technical support in training implementation and delivery:
 - Supporting the maintenance and amendment of the Mission's training portfolio, including training design, evaluation, coaching and revision;
 - Contributing to the development of digital HR products, such as training and outreach videos, online training courses or social media posts;
 - Liaising with subject matter experts and conducting research for the purpose of developing training courses as tasked.

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;

AND

- A minimum of 2 years of 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;
- Persuading, coaching and negotiating skills;
- Excellent communication skills, both written and oral;
- Proficient computer literacy, especially regarding MS Office applications such as MS EXCEL, Word, Outlook, PowerPoint and other contemporary browser-based presentation application such as Mentimeter, Canva;
- Excellent presentation skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Experience in developing class-room training and e-training courses;
- Familiarity with e-learning systems in international environment;
- Knowledge of different presentation methodologies including contemporary online applications;
- Proficiency with social media and graphic design applications.