

**POST NO:**

## **JOB DESCRIPTION**

**POST STATUS:**

**DIVISION / BRANCH /**

### **PART I**

**SECTION / UNIT:**

**JOB TITLE:**

TBD

**NATIONALITY:**

CIV-MCIV

**DATE OF VALIDATION:**

DCOS SUPPORT / J1

**DUTY LOCATION:**

HRM WORKFORCE MANAGER

EU Nation

24-Jun-25

**SERVICE:** Civilian

Sarajevo, Butmir **GRADE:** MCIV-6 **CE POST:** No

#### **A. POST CONTEXT:**

EU UNCLASSIFIED

### **PART II – DUTIES**

SPT DIV is the principal advisor to COS on all aspects of theatre Manpower, Medical, Financial, and Logistics, Communications and Information System (CIS) and general HQ support.

J1 Branch provides policy, guidance and technical support for personnel management, manpower accountability, report and administrative services for EUFOR operations. J1 organization consist of the CHIEF J1 and 2 sections.

A section named Military Personnel Office with a Personnel Manager (OF-3) and an Admin Supervisor (OR-7) and a section named Civilian Personnel Office with an HRM Workforce Manager (MCIV-6), a Senior HRM Assistant (LCH-6) and 2 HRM Assistants (LCH-5).

The HRM Workforce Manager liaises with all appropriate EU and NATO personnel, especially with NHQ Sa J1/HRM Branch in relation with NATO regulations and procedures regarding Civilian Staff Rules (CSRs) and Mission Civilian Rules (MCRs). The NHQ J1/HRM Branch Sarajevo provides policy, guidance and technical support to EUFOR J1 Branch in accordance with NATO regulations and procedures, pertaining to recruitment, administration, management, employment, remuneration and discharge of international and local civilian personnel employed by NHQ Sarajevo, HQ EUFOR and other supporting agencies.

#### **B. REPORTS TO:**

CHIEF J1

#### **C. PRINCIPAL DUTIES:**

- Acts as Deputy Chief J1 dealing with all military and civilian HR issues in the absence of the Branch Head and therefore maintains oversight of work across the Branch;

- Responsible for managing and initiating the Crisis Establishment (CE)/organizational workforce framework to include the proper implementation and adherence to CE policies and procedures;

EU UNCLASSIFIED 1/5 ▪ Provides on behalf of Chief J1, expert advice to J1/DCOS SPT on all civilian and military personnel and workforce procedures, policies and management systems established by EUFOR HQ, NATO HQ SARAJEVO and EU OHQ;

- Coordinates and aligns with NATO regarding all aspects of the management of civilian personnel employed by EUFOR;
- Liaises with the Personnel Manager (OF-3) to oversee military personnel policies and procedures established by HQ EUFOR and national authorities;
- Coordinates and supervises the “Civilian Personnel Office”;
- Coordinates and supervises projects within the J1 Branch;
- In close coordination with the designated EUFOR J1 Fund Manager, oversees all financial issues related to preparation, analysis and execution of Personnel budget (e.g. budget execution reports, mid-year review exercise, annual audit reporting, etc.), which includes employees' emoluments, allowances, consumer price, annual medical examination calls and payments and other benefits;
- Coordinates and supervises activities within EUFOR J1 to ensure internal audits are performed and CE changes are implemented;
- Preparation of point papers, briefs and presentations to the chain of command on all aspects of workforce procedures and processes;
- Reviews and advises on all military and civilian workforce change proposals throughout HQ EUFOR;
- Oversees the management of military and civilian job descriptions for all posts within HQ EUFOR. Ensures reviews and updates of job descriptions are performed on schedule and as required;
- Conducts HQ EUFOR CE reviews as part of the Manpower and Organizational Review (MOR) in coordination with OHQ and in collaboration with NATO;
- Provides accurate and timely reports on personnel status and trends;
- Maintains statistics and develops trends on various subjects related to past and current CEs;
- Utilizes data to inform decision-making and policy development;
- Coordinates and oversees the EUFOR civilian recruitment processes;
- Coordinates and supervises the activities of the EUFOR component of the EUFOR J1 - HRM Office.

**D. ADDITIONAL DUTIES:**

- Performs other related duties as required or directed.

## **PART III – QUALIFICATION**

**A. ESSENTIAL QUALIFICATIONS**

- 1. Professional Experience:** ▪ Proven minimum six (6) year recent experience as a HRM Manager (including holding a position of responsibility involving the exercising of discretion, judgment and initiative);

- Proven experience in managing and implementing personnel policies and procedures;
- Experience of the workforce audit/review process;
- Experience of managing a budget of significant size;
- Experience in coordinating with higher authorities (HQs) and other external organizations;
- Strong analytical and statistical skills for trend analysis and reporting; ▪ Excellent communication and interpersonal skills.

**2. Education/Training:**

- Bachelor's degree in Human Resources, Business Administration or related field.

**3. Security Clearance:** EU SECRET

**4. Language:**

English: SLP 3333

**5. Standard Automated Data Processing (ADP) Knowledge:**

Word processing: Working knowledge

Spreadsheet: Working knowledge

Graphics presentation: Working knowledge

Database: Working knowledge

E-Mail client/Web browser: Working knowledge

**B. DESIRABLE QUALIFICATIONS**

**1. Professional Experience:**

- Experience working in a Joint and Multi-National environment, involving resource management

**2. Education/Training:** • Advanced university Degree in human resources management, business administration, law, social sciences or related field.

- Experience in Project management.
- Experience in Lean HRM / Lean management

**3. Language:** English: SLP 4444

Bosnian/Croatian/Serbian: SLP 1111

**4. Standard Automated Data Processing (ADP) Knowledge:**

Word processing: Advanced knowledge

Spreadsheet: Advanced knowledge

Graphics presentation: Advanced knowledge

Database: Advanced knowledge

E-Mail client/Web browser: Advanced knowledge

**C. ATTRIBUTES / COMPETENCIES**

**Personal Attributes:**

Excellent interpersonal and communication skills. Ability to comprehend complex concepts and apply logical and analytical approach to solving problems. Must be able to brief staff complex issues up to OF-6 officer level. Team player with excellent team building abilities.

**Problem Solving:**

The work covers many dissimilar subjects which require different ranges of personal, intellectual, technical skills and substantial problem solving. Varying problems of a dissimilar nature, raising new issues require interpretative, analytical, constructive thinking and judgment from within several possible courses of action. The solution may require devising new or the modification and adaptation of existing methods, techniques and procedures and assessing potential impacts/risks.

**Managerial Responsibilities:**

Interprets and applies rules and regulations in a managerial capacity. Sets objectives, develops courses of action, controls and influences overall work priorities of an organizational element, even the Headquarters. Involved in the direction, planning and coordination of related but, diverse subjects requiring external coordination. Manages and directs the work of other staff members performing similar and/or dissimilar functions.

**Professional Contacts:**

Professional contacts, normally at a higher function level, inside and/or outside own Headquarters, other than normal professional courtesies or information gathering. Contacts require explanation, discussion, persuasion, and approval of action. Negotiations normally involve a commitment, within existing policies for the Headquarters where considerable tact and persuasion are required.

**Contribution to the Objectives:**

The work involves many dissimilar subjects or a major task that directly affects the plans, management, policy and objectives of the HQ. The work is subject to general policies and goals; little guidance from past or present practices is available. Virtually self-supervisory and subject to high management review.

Supervision, analytical and constructive thinking, evaluation, even creativity is required for the determination of best courses of action in the functional area. Work context results in actions and/or recommendations that may substantially impact on the efficiency, image and the financial resources of the HQ.

**Impact of Work Environment:**

The work environment has no direct negative effect on the work performed, such as a standard office environment.

**D. REMARKS:**

Willing to attend training, if required, related to the performance of the above listed duties. Candidate will play a crucial role in ensuring the effective implementation of the Crisis Establishment (CE) and maintaining the integrity of personnel procedures within HQ EUFOR.

### EMPLOYMENT CONDITIONS

This is a preemptive recruitment campaign. The position is not yet formally approved as part of the establishment.

In the event the position is formally approved, the successful candidate will be offered a 12 month initial contract which may be extended subject to satisfactory performance, and the continued operational need/funding for the position.

The starting monthly basic salary for an MCIV-6 position is EURO 7,087.00 per month (exempt from local taxation). Other employment benefits include:

- Pension insurance (12% of basic salary) paid on top of the monthly salary;
- Affiliation into a Group Medical Insurance Scheme (premiums shared);
- 30 annual leave days per calendar year;
- 11 official holidays;
- Installation allowance when assuming the position equal to one month's salary, if applicable; ▪ Removal allowance when leaving the mission equal to one month's salary, if applicable; ▪ Travel expenses to and from HQ upon taking duty and end of tour, if applicable.

### WHO CAN APPLY?

Internal and external candidates who are nationals of an EU member country are invited to apply for this vacancy notice.

In order to apply, all candidates (internal and external) must fill in and submit the HQ EUFOR application form available on our website <http://www.euforbih.org/index.php/vacancies-a>

Documents should be submitted by email to: [vacancies@eufor.europa.eu](mailto:vacancies@eufor.europa.eu)

Applications which do not meet the above-mentioned prerequisites will be automatically rejected.

Due to the broad interest in HQ EUFOR and the large number of potential candidates, telephone or email enquiries cannot be dealt with. Only successful candidates selected for the interviews will be further contacted by the HQ EUFOR recruitment board.