

**CIVILIAN JOB DESCRIPTION
HQ EUFOR
SARAJEVO, BOSNIA AND HERZEGOVINA
HUMAN RESOURCES MANAGEMENT OFFICE**

PART I – JOB IDENTIFICATION

<u>Post no:</u>	CL PER 0030		
<u>Headquarters:</u>	HQ EUFOR		
<u>Branch/Section:</u>	DCOS SUPPORT/J1		
<u>Unit:</u>	J1/HRM		
<u>Job title:</u>	HR SPECIALIST (PAYROLL & COMPENSATION)		
<u>Date of validation:</u>	04 JUN 2026	<u>Service:</u>	Civilian
<u>Duty location:</u>	Sarajevo, BiH	<u>Grade:</u>	LCH-5

PART II – DUTIES

A. POST CONTEXT:

The Human Resources Management (HRM) Office is the focal point for all matters pertaining to the recruitment, administration, management, employment, remuneration, and discharge of international and local civilian personnel employed by HQ EUFOR and other supporting agencies.

The HR Specialist (Payroll & Compensation) is the focal point for matters pertaining to international and local civilian staff members related to payroll compensation, calculation and reconciliation.

B. REPORTS TO: SENIOR HR ADMINISTRATOR

C. PRINCIPAL DUTIES:

1. Responsible for the accurate calculation and execution of the monthly payroll (salaries, insurances, social contributions) for submission to J8 and ACO Treasury.
2. Prepares monthly summary payroll input sheets, payment requests, collection vouchers and commitment requests for approval and signature.
3. Audits and tracks monthly attendance records for the calculation of Shift/Night work, On-call allowances, Overtime, and other variable compensation.
4. Responsible for inputting new employees and maintaining personnel financial data within the NATO Automated Financial System (FinS).
5. Performs on-site and on-line registration/de-registration of LCH staff into/from the host nation Tax Authority Funds. Involved in all aspects of work involving National Social Security Scheme, including importing monthly electronic social contribution electronic files into respective HN Tax Office databases.
6. Manages technical enrollment and financial administration of the International Health Insurance and Accident/Death & Disability Insurance; reconciles monthly provider invoices.
7. Performs financial reconciliation and processes payments for the medical services provider based on validated attendance and received invoices. This includes creating purchase requisitions in the NATO Automated Financial System (FinS) and performing the receivings'

against the Purchase orders once the services are provided as per the contract.

8. Simulates and resolves payroll errors, leave adjustments or tax discrepancies, designs reporting templates for exceptions and resolution tracking.
9. Audits current payroll and HRM practices against regional labor laws and collective agreements: proposes corrective actions where necessary.
10. Supports process optimization, identifies inefficiencies in HRM and payroll workflows, develops proposals to improve processes and databases.
11. Manages employees' requests, provides documents (such as payslips) and general/specific information.
12. Proactively tracks step increase entitlements and notifies supervisors, accordingly.
13. Performs financial calculations for salary reductions and manages reimbursement claims from host nation health funds for long-term medical and maternity leave absences. Coordinates with the host nation social institutions to receive guidance and instructions needed for proper computation of fees for eligible local staff.
14. Manages the final financial settlement and discharge process for departing personnel.
15. Responsible for keeping track and filing of all payroll related documentation.
16. Supports HRM projects, including drafting policies, conducting surveys, preparing reports and meetings' minutes.

D. ADDITIONAL DUTIES

- Executes additional tasks as assigned by the supervisor and provides cross-functional support to maintain seamless office operations during the absence of colleagues

PART III – QUALIFICATION

A. ESSENTIAL QUALIFICATIONS:

1. Professional Experience:

- Minimum 4 years of experience in personnel administration, business administration or HR payroll management.
- Good knowledge of accounting, finance, business administration, personnel administration principles, practices and general office procedures.

2. Education / Training:

- Completion of secondary school education (4 years) in business administration, social sciences, finance or related field.

3. Security Clearance:

Certificate of non-criminal record.

4. Language:

English: Good

Bosnian/Croatian/Serbian: Very Good

5. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Intermediate knowledge

Spreadsheets: Advanced knowledge

Presentation: Basic knowledge

Database: Intermediate knowledge

B. DESIRABLE QUALIFICATIONS:

1. Professional Experience:

- Previous experience working in an international and/or military environment.

2. Education / Training:

- 1st level university degree in administration, accounting, business administration, or related field.
- Completion of Customer Service or Personnel Management trainings.

3. Language:

English: Very Good

4. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Advanced knowledge

Spreadsheets: Advanced knowledge

Presentation: Intermediate knowledge

Database: Advanced knowledge

C. CIVILIAN POSTS:

Personal Attributes: Adherence to company procedures, unbiased, rational approach to financial data. Seeks approval from correct authority for changes. Ability to maintain social, organisational, and ethical norms in job-related activities. Ability to analyze and present numerical data, evaluate data and courses of action and to research logical decisions. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor even when team is working on something of no direct personal interest. Ability to analyse, organise and present numerical data, i.e., financial or statistical. Capacity to perceive the impact and implications of decisions and activities on other parts of the organisation. Stability of performance under tight monthly deadlines.

Problem Solving: Requirement to evaluate and solve patterned and interpretative problems involving daily or new issues. Problems resulting out of similar or different situations require interpretation of the situation, analysis and a choice between several options.

Managerial Responsibilities: Planning and coordinating most daily work details in accordance with rules and regulations. Some control over given priorities. Involved in the coordination of the work of other staff members performing related duties.

Professional Contacts: Regular professional contacts inside or outside own activity in the execution of various tasks. Contacts may involve providing information, advice or low-level guidance on simple issues. May also be required to discuss and negotiate at own level.

Contribution to the Objectives: The work covers many similar and/or dissimilar tasks that require personal and intellectual skills within the same subject area. Although clear guidance and

standard rules/regulations are available, some ability to analyze and solve problems is needed to deal with specific issues. Performance of duties indirectly impacts the objectives, 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:

EMPLOYMENT CONDITIONS

The successful candidate will be offered an initial one-year employment contract. The contract may be renewed subject to satisfactory performance, and the continued operational need/funding for the position.

The starting salary for the LCH-5 position is EURO 1,427.00 per month (payable in BAM and subject to changes and exempt from local taxation).

Other employment benefits include:

- Affiliation to a Cigna Group Medical Insurance Scheme (premiums shared);
- 24 annual leave days per calendar year;
- 11 official holidays per calendar year;
- Enrollment into the host nation social security scheme (premiums covered by HQ EUFOR);

WHO CAN APPLY?

Internal and external candidates who are nationals or permanent legal residents of Bosnia and Herzegovina are invited to apply for this vacancy notice.

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

We welcome all applications regardless of gender, age, religious beliefs, sexual orientation, ethnicity or national origin. We believe that we can only be stronger as a team with a highly diverse mix of employees.

Documents should be submitted by email to: vacancies@eufor.europa.eu