

# Personnel Officer – Personnel Department

## PURPOSE AND SCOPE OF THE POSITION

The personnel function has been transformed from an administrative support function to that of a management and staff service function, driven by changing OHR management policy and strategic priorities. The Personnel Officer contributes to this process by providing professional leadership to in the design and implementation of effective human resource systems and practices. These include recruitment, analysis of training needs, development and introduction of appropriate training activities, organization development activities, conflict resolution, staff counseling, career development, salary policy and administration, contribution to the development of sound and effective administrative processes.

The Personnel Officer works interactively with the Director of Personnel, other Personnel Officer(s) and the Assistant Personnel Officer(s) in a matrix management structure.

## DUTIES AND RESPONSIBILITIES

The Personnel Officer takes the lead in the development and maintenance of systems and practices relating to a combination of the following professional work and program areas:

- Staff planning;
- Recruitment and contracting;
- Salary policy and administration;
- Counseling;
- Training and capacity building;
- Internship program;
- Organization development and process;
- Staff relations, conflict resolution, ethics;
- Computer and software application, data management, statistics and analysis;
- Servicing of Regional and Special Envoy office;
- Contribution to organization-wide integration and cross-unit process efficiency.

Service is provided by the Personnel Officer to staff and management on the basis of the following:

1. Taking the lead in maintaining direct contact and support to specific OHR departments and regional/local offices
2. Assuming responsibility for providing professional leadership in the design and implementation of policy and systems relating to the work content areas of OHR human resources management
3. Actively contributing to the skill and knowledge development of other staff members in the Personnel Department. This aspect of capacity building is an intrinsic part of current overall human resources strategy

4. Establishing and periodically reporting on effectiveness and performance criteria which are relevant to the professional areas for which he/she has had responsibility

#### PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University degree in Social/Behavioral Sciences, Business Administration or an allied field
- Previous work experience in Human Resources with international organizations/companies requested
- Sufficient technical knowledge to initiate the successful design and implementation of policies and systems relevant to OHR Human Resources Programs
- Demonstrated ability to think and act strategically
- Excellent communication and writing skills
- Excellent written and spoken English
- Excellent computer skills
- Familiarity with international employment practices and relevant organizations
- Proactive, flexible and highly motivated

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 916/01

Closing date for applications: 17<sup>th</sup> December 2001