Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,

offers a **part-time position (50%)** for its Country Office Skopje for a:

**HR OFFICER (HR Professional)**

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German federal enterprise and offers workable, sustainable and effective solutions in political, economic and social change processes. Most of our work is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad.

GIZ carries out a number of regional projects in North Macedonia and in the Western Balkans with the aim of supporting sustainable development.  
GIZ Office Skopje is the central element of GIZ’s structure in the country. It ensures consistent overall representation of the company and its successful positioning as a service provider.

The GIZ Office Skopje provides human resources and commercial support services for programmes and projects in North Macedonia. These services must be conducted as set out in the respective GIZ regulations. The GIZ Office Skopje GIZ is searching for qualified and experienced applicants to fill the position of Human Resources Officer.

Position: HR Officer - part-time position (50%)  
Location: Skopje  
Contract Period: ASAP – 31.12.2019 (with possibility for one year extension)

**Main responsibilities:**

* Implements national personnel policies in line with existing National Personnel and other GIZ Policies and procedures.
* Provides support in the recruitment, selection and contracting of national personnel.
* Advises managers and staff on all HR policy issues.
* Support in human resources development functions and monitor staff development needs in accordance with GIZ Policies and Procedure.
* Is responsible for implementing HR procedures as required, specifically operational and administrative tasks according to GIZ rules and regulations and in line with the local law
* Dealing with all questions arising in the area of HR specifically recruitment and selection, contract issues and professional development measures
* Identifying relevant problems and issues and assisting in formulating implementation-oriented solutions
* Managing knowledge by disseminating and documenting know-how, experience and information

**The HR Officer performs the following tasks:**

1. **Tasks**
   * + 1. **Personnel recruitment**

* Organising and directing the recruitment and hiring process in accordance with GIZ standards.
* Advising managers on drawing up requirement profiles and formulating appropriate job descriptions in consultation with them
* Searching for suitable staff in accordance with the requirements for the positions (identifying existing GIZ HR resources in the country and/or region, writing job advertisements and ensuring publication in appropriate print and/or online media)
* Organising personnel selection (e.g. applicant interviews) and advising if necessary on selection
* Notifying unsuccessful applicants, documenting the selection process, archiving the documentation and entering the data in existing HRM systems.
* Organizing on boarding event for new employees
  + - 1. **Conditions of employment and HR support**
* Assists in drawing up the employment contract on the basis of the standard GIZ contract, local hiring conditions and the contents of the advertisement
* Determining the appropriate contract based on national labour law and the material and formal conditions (limited/unlimited employment contract, distinction from appraiser contract, internship etc.)
* Maintaining information on hiring conditions for national personnel (remuneration system, salary groups, model job descriptions, labour law etc.), updating this and informing managers
* Assists in all other organisational and administrative stages in processing, e.g. monthly update of entries in SAP-HR for national personnel
* Maintains information on hiring conditions for national personnel (remuneration system, salary groups, model job descriptions, labour law etc.), updates this and informs managers
* Informing the external accounting service provider for the registration and termination of the employment
  + - 1. **Salary and Social Insurance Payments**
* prepares monthly salary payment list and ensures timely payment of salaries
* follows up and distributes payslips
* prepares cost analysis for salaries, as needed
* Calculate and execute paymentthe obligatory individual retirement system
* Communication with external accounting Service provider and timely provides update of the data
* Lease with the external accounting service and any other authority, in order to be follow changes in the regulations and to have most accurate data with regards to payroll and obligations (taxes, etc.) arising from it
* Keeps up-to date record on all obligations (i.e. salary advances, deductions)
* Informs the HR team about any changes in the regulations which might affect the payroll

**4. HR instruments and procedures**

In consultation with the Head of finance and administration (HoFA), the HR Officer coordinates the key HR processes, including HR and competence development, staff evaluation and human resources management (HRM). He/she identifies current issues and problems and formulates appropriate proposals for HR instruments and procedures in accordance with the national personnel policy.

**Required qualifications, competences and experience**

**Qualifications**

▪ BA/MSc in business administration, university degree in law, economics, psychology or sociology (if possible with a focus on HR management) or similar area

**Professional experience**

▪ At least 5 years’ professional experience of which 3 years in a comparable position

**Other knowledge, additional competences**

* possesses and expands HR-specific knowledge and understanding of the core processes
* acts performance and goal-oriented
* has knowledge about labour law
* knows about the local employment conditions
* has the ability to adapt quickly and proactively to changing conditions
* disposes of advisory competence
* shows cooperation and communication skills
* knows the handling of IT applications and digital media
* is committed to continuous HR learning
* remains resilient in dealing with stress, time pressure and ambiguity
* acts with integrity in the interest of the company
* very good knowledge of English and excellent communication skills, ideally a knowledge of German
* awareness of how to handle HR issues appropriately (confidentiality, data protection

GIZ offers a competitive salary and a social benefits package and GIZ encourages women, people with disabilities and minorities to apply.

**Application procedure:** Interested candidates are invited to submit their electronic application in English language consisting of a letter of motivation and CV in English using the [‘European Curriculum Vitae Format’](http://www.ear.eu.int/jobs/main/documents/CV-EN.doc) and references ONLY to [giz-mazedonien@giz.de](mailto:giz-mazedonien@giz.de)

**Subject of the email:**  **REF: Application for HR Officer (50%)**

**Deadline for the application:  22.08.2019**

**Note:**

❖ Please mark the application with: “Application for HR Officer (01/2019)”

❖ Only short-listed candidates will be contacted. GIZ encourage early submission of application as candidates can be hired prior to the deadline.

 ❖ Applications are requested to be sent in Microsoft word or PDF format. Applications with download-links cannot be considered.