

## JOB DESCRIPTION

### International Mid-Term Human Resources Management Expert (part-time position)

#### TASKS AND RESPONSIBILITIES

The international mid-term Human Resources Management Expert will support several beneficiary institutions (Ministry of Justice, School of Magistrates, High Judicial Council, High Prosecutorial Council and High Justice Inspectorate) by providing expertise in these fields: development of a human resources strategy (including an action plan) by using logical framework analysis methodology based on analyzing the internal and external environment, identifying strengths and weaknesses, risks and needs and bridging the gap between the status quo and work requirements, implementation of human resources strategy and providing training on related fields.

The expert will support any activity in related areas of intervention, as needed.

#### REQUIRED PROFILE

##### Specific Requirements

- University degree in social sciences or compatible discipline;
- Masters or Postgraduate qualification in a relevant field
- Experience in human resources management and development (HRMD);
- Experience of working in a diverse range of state institutions;
- Solid experience in organizational development (a variety of different experience with several institutions);
- A minimum of 15 years of practical working experience in the above-mentioned areas, *inter alia*, in advising in the respective areas;
- A minimum of 5 years of experience as a trainer in HRM field;
- Focus on impact and results and focus on practical approaches that are implementable in the Albanian reality;
- Very good oral and written communication and presentation skills, sensitive to political environment, good in brainstorming and argumentation, open to discussions;
- Fluency in English (ideally mother tongue);
- Experience of working in the framework of similar projects or work experiences in European environments would be an advantage;
- Experience of having worked in or on the Albanian Justice System and a knowledge of the national context would be an advantage.

##### General Requirements

- Flexibility and maturity of judgement;
- Ability to work under direction as well as proactively while using self-initiative;
- Ability to communicate effectively at different levels and methods;
- Ability to work under pressure and to maintain deadlines;
- Strong administrative, organizational and planning skills;
- Political neutrality;
- Suitable profile to work within a multidisciplinary team;
- Ability to understand and respect all confidential classifications (both government and trade nature) of any government or trade documents, statements or other information he/ she may be given during the exercise of his/ her duties;
- Knowledge of EU policies and institutions is an asset.