

## ICMPD **Generic Job Profile**

### Human Resources (HR) Assistant - Recruitment<sup>1</sup>

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#### **Functional Overview**

Within the Human Resources Management Unit, and under the supervision of the HR Officer – Recruitment, the HR Assistant – Recruitment provides essential support across all stages of the recruitment process, ensuring timely and efficient services for managers and staff at HQ, the Brussels Mission, and Regional and Field Offices. The HR Assistant collaborates closely with colleagues in HRM and across ICMPD, supporting recruitment-related activities while fostering effective communication and coordination among internal stakeholders.

#### **Key Results**

**Support to the Recruitment Cycle:** Recruitment and selection processes are supported and executed efficiently, ensuring compliance with ICMPD policies and procedures. Recruitment activities are implemented accurately within PeopleNet, facilitating seamless coordination and record-keeping. Vacancy announcements are reviewed for completeness and compliance, ensuring adherence to recruitment regulations. Coordination with Field Offices is supported as needed to ensure the smooth implementation of recruitment activities. Assistance is provided to the HR Officer – Recruitment in screening and validating shortlists, contributing to fair and effective selection processes.

**Support to Managers, Staff/Personnel, and Newcomers on Recruitment-Related Administrative Arrangements:** Letters of Appointment are accurately prepared, reflecting applicable salaries, allowances, and deductions in line with ICMPD policies, ensuring clarity and transparency for recipients. Required clearances and approvals are obtained promptly, with a focus on streamlining processes and providing a seamless experience for stakeholders. Letters of Appointment are delivered to selected candidates with proactive follow-up to address queries related to benefits, entitlements, and deductions, fostering trust and confidence in HR services. Timely provision of pre-boarding, onboarding, and induction information to HRM team members ensures a smooth transition for newcomers. Candidates and recruiting managers benefit from responsive, customer-oriented support throughout the recruitment cycle, contributing to a positive onboarding experience and strengthened organisational relationships.

**Outreach and Development of Recruitment Activities:** In collaboration with the HR Officer - Recruitment, administrative support is provided to ensure the seamless execution of outreach and sourcing activities. Contributions to the development and enhancement of recruitment processes and

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<sup>1</sup> This job profile is classified at S2/LS2.

tools, including capacity-building initiatives within the recruitment function, are effectively supported. Support is provided for the continuous improvement and expansion of induction and orientation materials, ensuring new staff and personnel are equipped with the knowledge and resources needed for a smooth transition into their roles. Actions are identified and implemented to enhance the effectiveness of outreach and onboarding efforts, ensuring alignment with organisational objectives and the highest standards of candidate engagement.

### **Required Expertise**

- Ability to provide accurate and efficient administrative support throughout the recruitment cycle, ensuring compliance with organisational procedures and standards under supervision.
- Client-service orientation with a focus on delivering responsive and reliable recruitment support to managers, staff, and candidates.
- Capacity to handle sensitive recruitment matters with confidentiality and discretion, maintaining trust and professionalism.
- Ability to establish and maintain effective working relationships across organisational units, fostering a collaborative and supportive environment.
- Proficiency in supporting cross-functional recruitment activities while working effectively within a structured environment.
- Commitment to continuous learning and contributing to process improvements in recruitment workflows and practices.
- Strong teamwork and interpersonal skills, enabling effective collaboration and communication within a diverse and dynamic work environment.

### **Qualifications, Experience and Language Skills**

- Bachelor's degree or equivalent in a relevant field.
- A minimum of 4 years of experience in an HR environment, preferably focused on recruitment support, within international organisations, public institutions, or the private sector.
- Experience handling sensitive recruitment data with confidentiality and discretion.
- Strong ICT skills.
- Proficiency in verbal and written English; proficiency in a major EU language is an asset.