



CALL FOR APPLICATIONS

Job Title : **HEAD OF HUMAN RESOURCES ADMINISTRATION**

Reference : **002/CEEAC/COM/SA/DRHMG/SARH/2022**

Application deadline :

Duty station: **Libreville, Gabon**

Type of contract : **Fixed-term contract of three (3) years renewable**

SITUATION OF THE POST	
Department	Presidency / Administrative Secretariat
Division	Human Resources and General Resources
Service	Human Resources Administration
Functional Relationships	<ul style="list-style-type: none">- All ECCAS Departments- Labour Administration and National Social Security Fund (NSSF).
DUTIES OF THE POST	
The Head of the Personnel Administration and Compensation Unit is responsible for handling the entire administration and payroll process of the Community's staff.	
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none">- Ensure that the administrative files of the Human Resources staff are regularly updated and archived;- Ensure the follow-up of recruitment and career management;- Ensure the planning and management of leave, absences, as well as changes affecting the human resources situation, in liaison with the Departments and other relevant structures;- Ensuring the strict application of discipline and litigation, in liaison with the Legal Affairs Department;- Ensure that staff work under good working conditions;- Ensuring the application of the staff regulations;- Ensuring the management of the payroll and processing regularisations and anomalies in the payroll;- Drafting decisions, instructions and memos relating to human resources management;- Drafting decisions, instructions and memos relating to human resources management- Monitoring the application of labour and social security regulations;- Develop action plans to achieve the objectives set by the Management, implement them and monitor their implementation;- Ensuring the production of activity reports for the Department for the attention of the Management.	

PROFILE REQUIREMENTS	
Educational Background	Have a postgraduate degree (5 years of university education or equivalent) in Law, Human Resources, Administration, Management, Finance or related fields.
Experience	Have at least 8 years of professional experience at similar levels of responsibility at national or international level (see article 13 of the ECCAS staff regulations).
Expertise	<ul style="list-style-type: none"> - Central Africa and ECCAS member states; - HRM: psychology, labour law, management, personnel administration, recruitment, remuneration, skills development (training, etc.), GPEC, etc; - Labour legislation & regulations/Social and fiscal legislation/Insurance; - Setting up a Professional Staff Category; - Management of social relations; - Payroll and provident fund mechanisms; - HR administrative tools and procedures; - Language: English, Spanish, French and Portuguese required.
Technical Skills	<ul style="list-style-type: none"> - Have advanced professional and managerial skills; - Have the ability to design, plan, manage and evaluate large teams where appropriate; - Interpret a law/new regulation and apply it in a compliant manner; - Auditing and implementing actions on the relevant HR processes (Administration, Compensation, Social Relations, ...); - Develop personnel management procedures; - Establish a pay slip; - Identify payroll anomalies; - Calculate and draw up all balance sheets; - Determine the legal and social declarations required for payroll; - Set up annual salary declaration files; - Manage projects and studies; - Excellent written and oral communication skills; - Mastery of IT tools: Word, Excel,... - Use specific applications in the relevant fields.
Behavioural competencies	<ul style="list-style-type: none"> - Anticipation; - Ability to analyse and summarise; - Organisational skills, time management and rigour; - People skills, listening skills and interpersonal skills.
EMPLOYMENT CONDITIONS	
Remuneration	- Salary and benefits in accordance with the ECCAS salary structure.

Nationality & gender

- Be a national of an ECCAS member state; the overall geographical balance between member states will be taken into account for the recruitment;
- Female candidates are encouraged to apply.

APPLICATION DOCUMENTS

- Motivational letter of application;
- Detailed curriculum vitae including full contact details of the applicant (full name, address, telephone, fax, e-mail);
- Citizenship certificate;
- A copy of birth certificate or supplementary judgement in lieu thereof;
- A copy of criminal record (bulletin n°3) not more than three months old;
- Certified copies of academic degrees and diplomas;
- Work certificates and documents attesting to professional references;
- A medical certificate issued by a registered doctor;
- Full identities of three referees who are not related to the applicant and who can attest to the applicant's professional and moral qualities;

The complete file, bearing the reference : **002/CEEAC/COM/SA/DRHMG/SARH/2022**
and the job title « **HEAD OF HUMAN RESOURCES ADMINISTRATION** »,
must be sent exclusively by e-mail to the following address : recrutements@ceeac-eccas.org.