



CALL FOR APPLICATIONS

Position Title: **Director of Human Resources and General Services**

Reference: **0010./CEEAC/COM/DRHMG/2025**

Application Deadline: **29 August 2025**

Duty Station: **Libreville, Gabon**

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

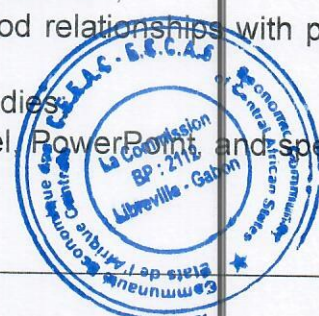
POSITION CONTEXT	
Department	General Secretariat
Directorate	Human Resources and General Services
Functional Relations	<ul style="list-style-type: none">- All Directorates of ECCAS- Labor Administration and Social Security Authorities (CNSS, in French)
JOB PURPOSE	
The Director of Human Resources and General Services is responsible for defining the HR management policy in close collaboration with the Commission's departments and for overseeing and evaluating its implementation.	
MAIN DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none">- Develop and monitor the implementation of ECCAS's human resource management policy;- Lead the administration and development of human resources for the Commission and its Specialized Institutions;- Develop, implement, and evaluate training and professional development policies;- Manage strategic workforce and skills planning;- Promote cultural, social, and sports activities within the Commission;- Handle disciplinary matters involving Commission staff;- Oversee procurement and equipment management;- Implement procurement procedures and ensure execution;- Ensure proper procurement planning and supply management;- Maintain supplier relationships;- Ensure maintenance of Commission property and security of people and assets;- Organize and preserve administrative and financial records;- Coordinate human and material resources to meet objectives;- Oversee team performance and reporting;- Define objectives for subordinate structures and oversee their coordination and performance;	



- Prepare and monitor the Directorate's budget;
- Ensure proper organization and staffing;
- Support and guide staff;
- Periodically evaluate personnel and recommend training and career development;
- Ensure compliance with rules and procedures;
- Organize HR and General Services documentation archiving.

REQUIRED PROFILE

Education	Master's degree (Bac+5 or equivalent) in Human Resources Management, Social Sciences, Labor Law, Social Law, or Psychology.
Experience	Have at least eight (8) years of professional experience in similar responsibilities (see Article 13 of the ECCAS Staff Regulations) within a national or international organization.
Knowledge	<ul style="list-style-type: none"> - Central African and ECCAS' Member States; - HRM: psychology, labor law, management, personnel administration, recruitment, compensation, skills development (training), strategic workforce planning, GPEC, etc.; - Labor legislation & regulations/social and tax legislation/Insurance; - Management of labor relations, particularly with the host country; - Payroll and welfare mechanisms; - Human Resources administrative tools and procedures; - Code and Procedures of the National Social Security Fund and the CNAMGS; - Stock management; - General services management; - Proficiency in at least one of the four (4) official languages of the Community (English, Spanish, French, and Portuguese). Proficiency in another language of the Community would be an asset.
Technical Skills	<ul style="list-style-type: none"> - Possess advanced professional and managerial skills; - Be capable of designing, planning, supervising, and evaluating large teams when necessary; - Strong written and verbal communication skills; - Have expertise in auditing HR processes under their responsibility (Administration, Compensation, Labor Relations, etc.); - Strong command of personnel management procedures; - Be able to determine mandatory legal and social declarations related to payroll; - Be able to prepare annual salary declaration files; - Strong ability to create and maintain good relationships with peers and local authorities; - Be capable of managing projects and studies; - Strong command of IT tools: Word, Excel, PowerPoint, and specific applications related to the relevant fields.



Behavioral Skills	<ul style="list-style-type: none"> - Be able to work under pressure and in a multicultural team; - Have a strong sense of organization, autonomy, and good interpersonal skills; - Demonstrate initiative and the ability to anticipate; - Be capable of working in a spirit of genuine collaboration with other departments of the Commission in general; - Possess strong interpersonal, listening, and human relations skills; - Demonstrate a strong sense of ethics, discretion, and respect for confidentiality; - Have a spirit of innovation and creativity; - Be well-organized, time-efficient, and rigorous; - Must not have been subject to a final criminal conviction or a definitive or temporary ban from practicing an activity imposed by a court of law. 	
CONDITION OF EMPLOYMENT		
Remuneration	<ul style="list-style-type: none"> - Salary and benefits in accordance with ECCAS' pay scale. 	
Nationality and Gender	<ul style="list-style-type: none"> - Must be a national of an ECCAS' member state; - Must not have previously applied under a different nationality; - Female applications are strongly encouraged. 	
APPLICATION FILE		
<ul style="list-style-type: none"> - A motivated application letter; - A detailed CV including the applicants' full contact details (name, address, phone, fax, email); - Certificate of nationality; - Birth certificate or equivalent legal document; - Criminal record extract (bulletin n°3) issued within the past three months; - Certified copies of academic and university degrees and diplomas; - Employment certificates and documents proving professional references; - Medical certificate issued by an approved physician certifying fitness for the position and absence of any condition that could endanger others' health; - Full identity of three referees with no family ties, who can attest to the candidate's professional and moral qualities. <p>The complete application file, with reference N°010/CEEAC/COM/PR/DRHMG and job title "DIRECTOR OF HUMAN RESOURCES AND GENERAL SERVICES", must be sent electronically only to: recrutements@ceeac-eccas.org no later than August 29, 2025, by 5:30 PM Libreville time.</p>		

