

The European Commission's Directorate General for European Civil Protection and Humanitarian Aid Operations (ECHO) is in charge of the European solidarity with people in need all around the world and aims to better coordination and disaster response inside and outside Europe. DG ECHO is based on the principles of **humanity, neutrality, impartiality, and independence**. Every decision ECHO takes must be in accordance with these four principles which are at the heart of the European Consensus on Humanitarian Aid.

ECHO Regional Office (RO) for Latin America and the Caribbean, based in Panama City, is looking for a Human Resources Focal Point

Minimum requirements:

Education: A relevant first level university degree or equivalent professional experience.

Knowledge and Experience:

Demonstrate a minimum of 5 years of relevant professional experience at national or international level in the area of human resources.

Experience in General Administration and Finance is an advantage, as well as in contributions to progress reports with regular frequency. Exposure to payroll practices.

Experience in a non-governmental organisation or an international organisation is an advantage.

Exposure to Labor Law and employment regulations.

Effective HR administration and people management skills.

Excellent written and verbal communication skills.

Works well under pressure and meets tight deadlines.

Ability and willing to work in a multi-cultural environment.

Experience in the management of files with a complex organisational dimension.

Experience in the use of computers and office automation software (MS Word, Excel, etc.).

Flexibility to travel to all countries/offices part of the LAC Regional Office region.

Languages: Excellent command of English and Spanish (oral and written). French will be an asset.

Job description: The incumbent acts as a contact point of DG ECHO field staff for all matters relating to human resources management. Ensure the implementation of corporate HR management systems through the region.

S/he contributes to the planning and implementation of all the related tasks such as recruitment, induction, appraisal, training and development, promotion, and exit.

His/her responsibilities include the support to offices of the region in which he/she is based.

S/he ensures the consistency in the application of rules and procedures of national staff in the area of responsibility.

S/he collects the labour codes applicable in the different countries of the area of responsibility in helping to sustain conditions of employment respecting the local laws.

S/he shall advice DG ECHO as regards employment conditions, duties and responsibilities, rights, and privileges in the context of local employment legislation.

S/he is the point of entry in cases of conflict/differences between colleagues within the area of responsibility.

S/he is involved in the medical files (request for reimbursement, specific interventions, etc.) in accordance with the provisions of HQ and acts as the focal point for inquiries relating to medical coverage.

S/he shall take part in the development and implementation of training strategies and acts as a contact point for training applications.

Maintain staff files and an updated staff database for the region.

Carry out administrative tasks (including financial tasks) for HR related issues.

Produce and submit reports on HR activities.

Travel is required (international).

This position is open to nationals and other residents of Panama with valid work and residence permits or professionals able to obtain such permits. Depending on the situation, the duration of the contract could be indefinite or definite for one year renewable on a yearly basis.

DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect for diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and development opportunities. As a reference, the base salary offered to a person with 5-year experience (the minimum required for the post) is PAB 2,653.00 and it could be higher based on the years of relevant professional work experience supported by a work certificate from previous employers. i.e. with 10 years of work experience the salary would be PAB 2,791.00

The national staff members observe a Code of Conduct published on: https://ec.europa.eu/echo/who/about-echo/field-network_en

Contracts will be ruled under the Panamanian's labour legislation.

How to apply, interested candidates should send:

- a cover letter (maximum of 1 page) setting out the candidate's motivation and suitability for the position;
 - a detailed Curriculum Vitae in English (maximum of 3 pages) in **the Europass CV Template only** which can be found at <http://www.europass.cedefop.europa.eu>
 - academic and employment certificates certified true copy by the applicant.
 - name, position and contact number/details (telephone, e-mail) of three references, one of them being from the last employer.
- Ref. Ares(2021)1787417 - 12/03/2021
- a copy of the valid work and residence permit to live and work in Panama (when available for non-Panamanian candidates).

To the e-mail address **LAC.HR@echofield.eu** with the subject "ECHO-VACANCY Human Resources Focal Point PTY". Applications must be received no later than **May 7th, 2021**.

Any processing of your personal data will be done in accordance with the applicable EU legislation (Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices, and agencies and on the free movement of such data.

The privacy statement can be found on ECHO website

https://ec.europa.eu/echo/sites/echosite/files/privacy_statement_recruitment_ns_final_version.pdf

Only shortlisted candidates will be contacted. NO INFORMATION WILL BE GIVEN BY PHONE. Any form of canvassing, soliciting, or influencing will be treated as disqualification.