



**The European Union Delegation to Pakistan is looking for one:**  
**Administrative Assistant – Human Resources Officer**

**We are**

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, who have a similar function to those of an embassy.

The EU Delegation to Pakistan was established in 1985 with the objective of fostering closer ties between the European Union and Pakistan.

**We offer**

We offer a post of Administrative Assistant - Human Resources Officer. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Administrative Assistant – Human Resources Officer. Under this job function the successful candidate will serve as technical and support staff to all the local staff of the Delegation (30 local agents) within the Administration Section, managing all possible aspects of the HR management and under the supervision and responsibility of the relevant head of section.

The job will be carried out in the EU Delegation premises in Islamabad with a working time of 37,5 hours / week. This job position correspond to a local agent position (Group 2) position with a starting basic monthly salary of 196.226 PKR

We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

**Selection Criteria**

**Minimum Requirements:**

1. Medically fit to perform the required duties.
2. Enjoy civil rights and permits for employment under local law.
3. Excellent knowledge of both English and Urdu languages.
4. University degree in Business Administration, Human Resource Management, Accounting or relevant fields.
5. Excellent knowledge of Pakistan's labour laws.
6. At least 5 years' experience of handling salary payments according to the local taxation bylaws.

7. Good knowledge and experience of pursuing income tax regulations and procedures of Pakistan.
8. Minimum 10 years of relevant professional experience in diplomatic and/or international organisations.
9. Excellent command of IT tools including: MS Office (mainly Word and Excel); use of internet as well as IT applications relevant to human resource management, remunerations calculation, time encoding and leave management systems.

Knowledge and expertise in the following areas would be considered an asset:

1. Knowledge of the EU institutions and procedures
2. Specialisation/postgraduate degree in human resource management
3. Experience of usage and implementation of human resources IT tools

### **How to apply**

Please send your application and supporting documents by email to [DELEGATION-PAKISTAN-HR-OFFICER-RECRUITMENT@eeas.europa.eu](mailto:DELEGATION-PAKISTAN-HR-OFFICER-RECRUITMENT@eeas.europa.eu) or by postal email to: Head of Administration – HR Officer Recruitment / EU Delegation to Pakistan / House no. 9, Street no. 88 G 6/3, Islamabad.

The application should include a cover letter including references of previous employers specifying contact details (company/institution, position, email and telephone number) and a detailed CV. Other supporting documents can also be attached with the application.

The EU Delegation will not supply additional information or discuss the selection procedure by telephone or in person: Please address any queries concerning this procedure to [DELEGATION-PAKISTAN-HR-OFFICER-RECRUITMENT@eeas.europa.eu](mailto:DELEGATION-PAKISTAN-HR-OFFICER-RECRUITMENT@eeas.europa.eu)

### **The procedure**

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview and a competency based test if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

**Deadline for applications: 15 May 2018, 1200 hrs PST**