



SOS CHILDREN'S VILLAGES BOSNIA AND HERZEGOVINA



SOS DJEČIJA
SELA
BOSNA I HERCEGOVINA

Director of the Department of Human Resources and Organizational Development HRODD (M/F) / 1 person

Location: SOS Children's Villages BiH, Department of Human Resources, National Office Sarajevo, Bosnia and Herzegovina

Mission of the position:

The main purpose of Director of the Department of Human Resources and Organizational Development job is to provide strategic guidelines in the field of human resources management and development, setting a human resources development strategy that is consistent with the strategic direction of the organization. Carries out all activities defined through the job description in the field of both management and human resource development. The meaning and purpose of the position is to give direction to the development of human resources so that all activities correspond to the values, the mission of the SOS organization, striving to create a program for the development of organizational culture that is complementary to the SOS mission.

General tasks of the HRODD:

Strategic human resource management and HR development

- Provides clear strategies for the development and management of human resources in accordance with the strategy of the organization and all procedures related to human resources and the legal framework
 - Participates in all relevant meetings of importance to HR and / or organization by representing and building the brand of a recognizable employer
 - Gives recommendations for the development of a corporate culture that is in line with the SOS mission and organization
 - Creates programs for the development and improvement of organizational culture
 - Promotes organizational values in all internal and external announcements, addressing
 - Creates an internal knowledge transfer program
 - Develops leadership competencies, implements a competence assessment center
 - Creates an annual training plan
 - Monitors the effects of training
 - Ensures the organization and evaluation of support activities such as supervision, coaching and team development, as well as needs based opinions and research
 - Creates, implements and gives an opinion for the employment of key positions in the organization
 - Creates a career monitoring and development system
 - Advises key positions in the organization in the process of human resource development and management
 - Manages the work of directly subordinate employees, takes care of their professional training and development, sets work goals and evaluates their work performance;
- In order to improve human resource practices, it regularly gives suggestions on possible process improvements from its perspective

Administration Management

- Supervises the development, coordination, control, evaluation and maintenance of the administration and logistics process in the National Association

REQUIREMENTS

Competencies: knowledge, skills and abilities:

- Minimum 240 ECTS credits. Second cycle of higher education level 7 or equivalent old (economics, law, management, social sciences - psychology)
- Computer skills (MS office)
- At least 5 years of work experience in the field of HR/OD
- Active knowledge of English

Leadership competencies:

- Understanding and solving problems, approaching problems with curiosity and impartiality, gathering enough information to understand problems and issues, analyzing problems and issues from different points of view, ability to generate innovative ideas and solutions to problems.
- Ability to create action plans, identify risks in plans, define realistic deadlines, plan resources, align priorities, identify problems. Orienting employees towards achieving results.
- Motivating others and clearly communicating in a team, encouraging cooperation, trust and teamwork, competent and effective interaction with others, proposing ideas and suggestions in a way that ensures the support of others. Leading others, setting an example by leading others. Regular monitoring and assessment of employee competencies, effectively give feedback, motivate employees, strongly conveying the vision of SOS.
- Consistently setting a positive example, dealing with the stress and complexity of different situations, responding resourcefully when facing new challenges and demands, resolving issues and removing obstacles in order to consistently fulfill their obligations.
- Excellent knowledge of standards, legal issues, developments in the field of social care, especially children and youth.
- Knowledge of HR processes
- Excellent knowledge of legal relations within the organizational framework as well as the legal framework in BiH
- Knowledge of children's rights
- Coaching and mentoring skills
- High level of communication skills, as well as skills of networking and building partnerships with local partners, including local authorities, community representatives, partner organizations.
- Knowledge of budgeting, financial management, human resource development, project cycle management, monitoring and evaluation
- Good presentation skills to promote the organization
- Willingness to long-term commitment to the Organization

The advertisement remains open until April 4th, 2022.

Applications with a biography (CV) and motivation letter should be sent to e-mail: posao@sos-ds.ba or at the following address:

SOS-Kinderdorf International - Predstavništvo u Sarajevu, ul. Ahmeda Muradbegovića 1c, 71000 Sarajevo, marked as "Application for the position of DIRECTOR OF THE DEPARTMENT OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT- HRODD".

Application can be submitted electronically via following web page: <https://sos-ds.ba/postani-dio-tima/>

Incomplete applications will not be considered.

Only shortlisted candidates will be contacted.

Note: We do not have responsibility to return received applications.