



South East European University JOB DESCRIPTION

Position No. 401

Job Title:	Director's Assistant		
Faculty / Department:	Human Resources Office		
Centre/Sector:			
Reports to:	Director of Human Resources Office		
Supervises:			
Status and Ranking:	Full Time: <input checked="" type="checkbox"/>	Part Time: <input type="checkbox"/>	Ranking position:

Job Purpose

To assist in the co-ordination and administration of the Human Resources Office, contribute to the effective operation of a range of Human Resources functions such as recruitment, contracts, and performance management, maintain employee records and provide advice and support to staff and other personnel concerning related issues

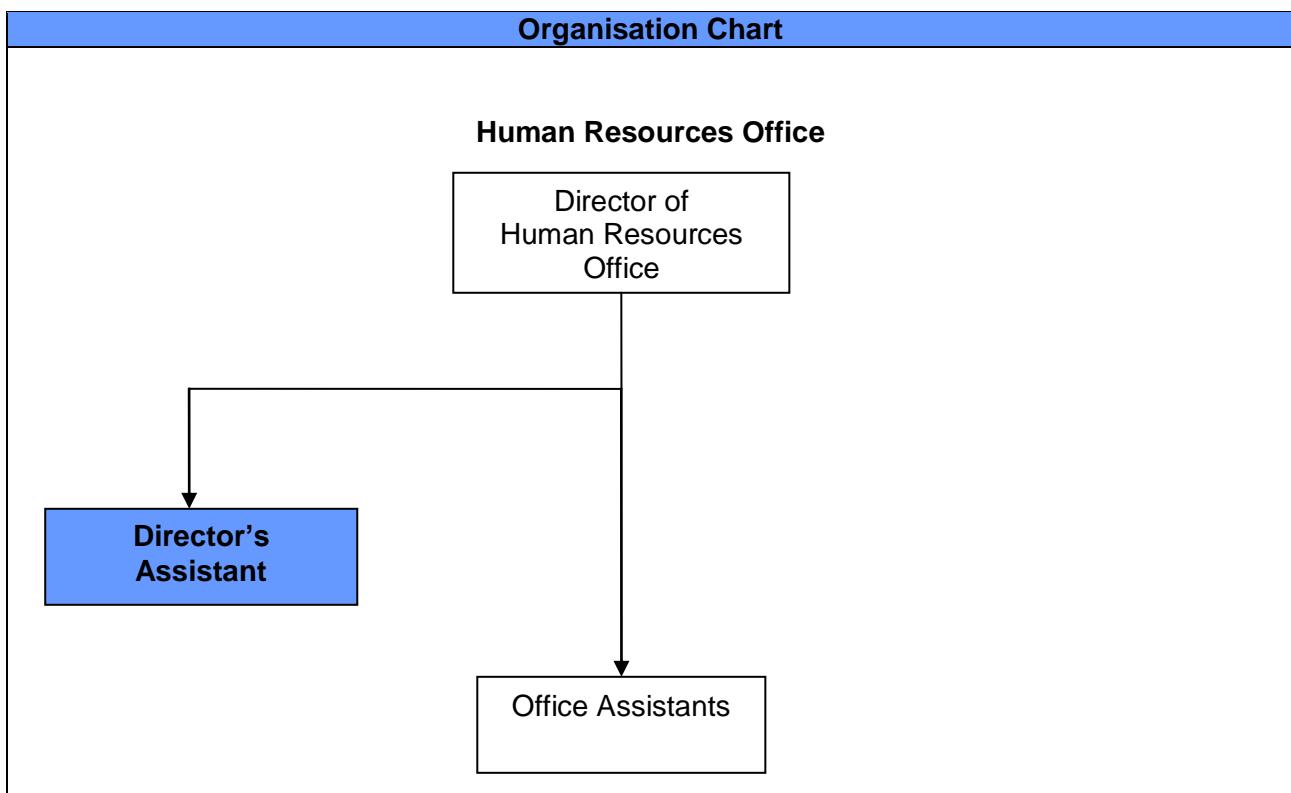
Main Duties and Responsibilities

To contribute to the planning and review of the work of the Human Resources Office
To assist in the effective co-ordination of the work of the Office and provide information and support to staff and other personnel concerning related issues
To provide administrative support to the Director and take responsibility as required when he/she is not available
To collect, collate and archive employee records and provide information on these according to internal guidelines and data protection legislation and practice
To prepare agreements for specified staff such as Full-Time employees, Part-Time employees, Post Graduate Studies employees and Part-Time Studies employees
To prepare employment decisions such as starting and ending employment, medical and maternity leave and annual holidays
To translate information in order to explain Human Resource related issues to members of staff
To prepare different certificates in support of salary, visas and personal needs
To update specific Human Resource software in order to maintain personnel records efficiently according to required guidelines
To prepare periodic reports for the Rectorate (for Academic and Administrative Staff) and for external bodies such as the Employment Bureau and Health Service
To contribute to the efficient and transparent recruitment of staff according to legal and internal employment procedures
To prepare, standardize and review Job Descriptions according to their rank for academic and administrative staff and ensure that these are signed regularly
To contribute to the review of the staff evaluation procedure and forms, ensure that the procedure is operated efficiently and to provide a report on this process to the Rectorate
To collate information and contribute to maintaining and regular updating of the Human Resources Web-Page
To participate in the University's Self-Assessment processes and to take part in relevant training, including sharing good practice and expertise
To carry out duties and responsibilities in a legal, safe and secure manner

To undertake duties in line with all University statutes, policies, procedures and guidelines and to follow the University's mission of excellence and equity
To carry out other duties in line with the rank of the post as may be reasonably required

South East European University

Qualifications, Knowledge and Experience
Essential:
<ul style="list-style-type: none"> ▪ Bachelors level qualification in Law or related area or equivalent professional qualification ▪ Good knowledge of current human resource/legal trends and good practice ▪ Three years' experience of working in a related environment
Desirable:
<ul style="list-style-type: none"> ▪ Masters in Law or in a related area or equivalent professional qualification ▪ Experience of working in a higher education institution ▪ Experience of coordination of a service or function
Skills and Abilities
Essential:
<ul style="list-style-type: none"> ▪ Effective communication (oral and written) in the three languages used at the university (Albanian, Macedonian and English) and contribution to the implementation of the Language Policy ▪ Excellent interpersonal and communication skills, both oral and written ▪ Ability to work within a team ▪ Ability to analyse and summarize information ▪ Ability to function with due regard for confidentiality ▪ Ability to produce good quality written reports and documents ▪ Ability to advise and liaise effectively with the staff ▪ Effective organizational and time management skills ▪ Ability to work independently, flexibly and co-operatively ▪ Ability to prioritise work load effectively to meet deadlines and work well under pressure ▪ Excellent attendance and punctuality and effective use of working time ▪ Ability to use information technology and university computer systems efficiently to meet job requirements ▪ A willingness to undertake training ▪ A willingness to work within, contribute to and promote the University's mission of excellence and equality
Desirable:
<ul style="list-style-type: none"> ▪ Ability to identify and initiate new ideas and projects, to review their success and make improvements ▪ Ability and willingness to travel when necessary



Acceptance and Review	
Signature of Post Holder:	Date:
Signature of Director:	Date:
Review	
Signature of Post Holder:	Date:
Signature of Director:	Date: