



- **Position: Human Resources Officer (HRO)**
- **Reports To: Director of Administration and Outreach**
- **Location: Malta**
- **Employment Type: Part-time – Parental Leave**

About the IIJ: The International Institute for Justice and the Rule of Law (IIJ) is an organisation located in Malta with a mission to deliver innovative and sustainable capacity-building through the implementation of counter-terrorism-related, rule of law-based good practices developed by the Global Counterterrorism Forum (GCTF) and other international and regional fora.

Since its inauguration in 2014, the IIJ has trained more than 11000 criminal justice practitioners through its interactive capacity-building workshops – in Malta and abroad – that enhance the competencies of judges, prosecutors, police, prison, and other criminal justice practitioners to address terrorism and related transnational criminal activities within a rule of law framework. The IIJ delivers capacity-building training tailored to the needs of the regions it serves, including East and West Africa; North Africa and the Middle East; Central and Southeast Asia. For more information on the IIJ, please visit the IIJ's website: www.theij.org

Key Responsibilities:

Under the overall guidance of the Executive Secretary and the direct supervision of the Director of Administration and Outreach, the Human Resources Officer (HRO) will be the focal point for any Human Resource related matters in the IIJ including the procurement and contracting of Subject Matter Experts for various IIJ Programmes. The HRO shall fulfil the following duties:

Human Resources:

- Advising senior management on all aspects related to the IIJ Personnel Policy and on human re-sources related matters;
- Co-ordination of various staff benefits;
- Informing IIJ staff on staff benefits and leave entitlements;
- Advising on matters pertaining to current recruitment practices, selection and ensuring in conformance with legislation and IIJ Personnel Policy;
- Developing and updating human resources regulations and policies to meet the evolving needs of the IIJ;
- Assuming the role of Secretary on the recruitment panel;
- Preparing vacancy announcements, interview reports, consultancy contracts and briefing notes on HR issues;
- Assist senior management and staff with the IIJ's bespoke performance appraisal system;
- Liaising with the Ministry of Foreign Affairs and other governmental entities on matters concerning the people management function.
- Keeping abreast of policy developments in various areas of human resources;
- Conducting induction processes and exit interviews.



Administration

- Composition of Note Verbale communications with the Ministry of Foreign Affairs;
- Administration of residence documentation including diplomatic IDs;
- Drafting of employment and subject matter expert contracts;
- Registering employees with the necessary local authorities;
- Record keeping of personal data pertaining IIJ Staff, Subject Matter Experts and Secondes;
- Monthly communication with external suppliers on data pertaining to payroll;
- Maintain personal data on the IIJ's systems;
- Assume the role of Data Protection Officer for the IIJ;
- Co-ordination of the IIJ's video interview system;
- Co-ordination of obligatory training;
- Providing administrative and legal support to the IIJ senior management as required;
- Prepare data required for grant reporting purposes and contribute to the drafting of narrative reports of HR initiatives and developments
- Performing other duties as assigned by the Employer.

As an IIJ Staff member:

- The HRO shall be a full-time member of the IIJ team. The primary place of work shall be the IIJ premises (or at IIJ organised activities) and is required to be present consistent with IIJ work time regulations.
- Like all members of the IIJ team, the HRO will be required to adhere to all IIJ policies and administrative regulations as endorsed by the IIJ.
- Like all members of the IIJ team, the HRO shall respect and work within the IIJ organisational structure and in compliance with internal processes.
- The functions and duties as set out may change from time to time. Other duties, compatible with this position, can be assigned.

Requirements:

- Previous experience in human resources and administration.
- Excellent command of English (written and spoken), Maltese is considered as an asset.
- Knowledge in Maltese laws and regulations.

How to Apply:

Interested applicants meeting the qualifications are invited to submit a cover letter and resume in English to hr@theij.org, clearly stating “**Human Resources Officer**” in the subject line.

The IIJ is an equal-opportunity employer and welcomes applicants of all backgrounds, regardless of race, origin, disability, gender, or any other protected status.