

Gi Group HR Solutions d.o.o. as a leader in the region and part of Gi Group, prestigious and one of the leading consulting companies in the field of human resources, is able to offer comprehensive solutions in all areas of human resources management. We provide recruitment and selection services under our new brand **Wyser**.

Foundation **SOS Children's Villages Serbia** is non-governmental, humanitarian organization dedicated to the welfare of children and strengthening of families and communities. Their work is aimed to the wellbeing of children and the creation of permanent improvement of the conditions in which children live.

If you are very good in handling of new situations, responsible, dynamic and optimistic, love the challenges and see the development of your career in the area of supporting to vulnerable children, you want to have the special meaning of your work and looking for dynamic, professional and friendly environment, Foundation **SOS Children's Villages Serbia** is looking for the new team member in the following position:

Legal and HR Associate

Location: Belgrade

Main responsibilities:

- Creating of all legal acts such as contracts, solutions and decisions in field of Labour law and taking care about personal records and documentation, together with appropriate archiving,
- Regular and timely collecting and updating of the necessary data and documentation related to employees, and ensuring that all data is in accordance to law,
- Registration and de-registration of employees and communication with state authority related to this matter,
- Responsible for creating, implementing and evaluating of all internal procedures and policies, and ensuring that they are in accordance with labour law,
- Creating and conducting training programs regarding compliance, labour and employment issues,
- Being up to date with legislative related to labour law and providing administrative support and legal guidance for organization's management and other committees,
- Develop, propose and implement appropriate activities in order to increase the efficiency of the human resource management process,
- Cooperation with Agency responsible for safety at work and fire protection,
- Respects the principles and terminology of children's rights (including respect for the right to privacy of children) and coordinates and consistently promotes the aims of representation of children's rights and generally human rights,
- Performs other tasks at the request of the National Director and HR Manager.

Requirements:

- University degree in Law,
- Minimum 5 years of experience on similar job positions,
- Strong knowledge of labor law and legislation related to employment,
- Experience in managing administration tasks,
- Excellent communication and presentation skills,
- Strong organizational skills and analytical approach in work,
- Fluency in English,
- PC literacy (Excel, Word, PowerPoint).

If you are confident that you meet the above stated requirements and you are interested in developing your career in a dynamic international environment, please follow this link to fill out an on-line application:

<http://my.gigroup.rs/jobs/>

Closing date: **26th December 2017**

Please note that only short-listed candidates will be contacted.

If you have any additional questions regarding the position,
please contact us www.gigroup.rs