



Call for expression of interest for recruitment of

Head of Human Resources

The Hellenic Financial Stability Fund (“Fund”), is a Legal Entity of Private Law, established by Law 3864/2010. The Fund is headquartered in Athens and its duration is set to December 31, 2022, with the possibility of renewal following a decision by the Minister of Finance. The Fund intends to recruit:

Head of Human Resources (Position Code HHR)

The candidate will be selected on the basis of an assessment of qualifications and will be recruited under a private-law, fixed-term contract, renewable. The fee will be determined according to qualifications and experience. The staff of the Fund has a duty of loyalty to the Fund and a duty of strict confidentiality according to the provisions of Law 3864/2010, as in force. The staff of the Fund may not be employed by credit institutions under the supervision of the Bank of Greece or to legal persons belonging to the same group as those credit institutions for three (3) months from the retirement or for any reason expiring in the Fund.

Position requirements and qualifications:

- University degree of Greek or foreign education institution. Master’s degree, specialized in human resources management, will be considered as an extra qualification.
- Minimum seven (7) years of experience as a HR Manager in an international company.
- Excellent command of the English language, including financial terminology.
- Excellent communication skills (written and spoken).
- Excellent knowledge of labor law, best practices and human resources’ systems, experience in human resources measurement.
- Analytical and negotiation skills, presentation capabilities.
- Very good use of MS Office.

Main responsibilities:

- Promote corporate values and enable business success through human resources management, including job design, recruitment, performance management, training & development, employment cycle changes, talent management, and succession planning.
- Develop and implement HR strategies and initiatives aligned with the overall



business strategy.

- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Manage the employee's recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics, and procedures.
- Oversee and manage performance appraisal system that drives high performance.
- Assess training needs, planning, and monitoring the implementation of training programs.
- Report to management and provide decision support using indicators relating to human resources.
- Ensure compliance with law during the management of human resources.
- Keeps the staff's records, annual leaves, updates payroll records and prepares payments of all fees and compensations of the employees.
- Develop the action plan together with colleagues annually, check quarterly the deliverables and organize the workshops.

Interested parties are requested to send a detailed Curriculum Vitae in English, to the address mentioned below by 17/7/2020, together with a letter stating the reasons they believe that they are suitable for the job. Applications must be sent electronically to e-mail: hhrp@hfsf.gr under the heading "HFSF Head HR Position Application". All requests will be assessed under highest confidentiality.