



Martina VONDRASKOVA

POSITION **Head of Human Resources Department**

STARTING
DATE AT GSA 01/05/2013

PROFESSIONAL EXPERIENCE

2018 **European GNSS Agency, Prague, CZ, Head of Human Resources Department**

Effective management and development of the Agency's human resources, through recruitment, performance management, competences and career development

Shaping, implementing and periodically reviewing all HR-related strategies, policies, rules and procedures ensuring that they are properly applied and in compliance with applicable rules

Leading and coordinating the HR team in delivering comprehensive HR services.

2013 - 2018 **European GNSS Agency, Prague, CZ, HR Officer**

Lead an HR team in efficient and effective manner in alignment with Agency programmatic requirements
Lead, advise, steer and guide on a wide range of HR policies and procedures.

Manage the Agency's performance management processes, including establishment and monitoring of performance management indicators and their continuous improvement.

Foster collaborative partnerships with key stakeholders ensuring that workforce-related advice, strategies, and solutions are provided.

2011 - 2013 **European Asylum Support Office, La Valletta, MT, HR Officer**

Design and ensure efficient implementation of HR processes;

Guarantee the implementation of applicable regulations and policies;

Manage payroll and related benefits; providing advice on all payroll, benefits, entitlements matters;

Manage the performance management;

Advise managers on HR issues, ensuring smooth communication on HR issues with various stakeholders.

2007 - 2011 **European Commission, Brussels, BE, Learning & Development Manager.**

Learning and development (L&D) management and implementation (Career management, engagement and retention);

Monitor and review outcomes of L&D events (evaluation, work implementation, consultancy to management).

EDUCATION

2005 - 2006 **College of Europe, BE, postgraduate**

2001 - 2005 **Charles University, CZ, master degree**