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# **Human Resources Management at the Vasil Levski National Military University - Main Activities and Structure of Personnel Department**

**Plamen Nikolov**  
**National Military University**  
**p77@abv.bg**

**Abstract.** In order to achieve its goal and fulfill its basic tasks, the Vasil Levski National Military University needs appropriate personnel with which to achieve the desired results. The university has established procedures, methodologies and models for human resource management. In this project only part of the activities carried out at the Vasil Levski National Military University are presented.

**Key words.** Human Resources Management, Personnel Department

## **Introduction**

The aim of the Vasil Levski National Military University is to prepare highly qualified officers and specialists with higher education who are able to perform active cognitive activity, have positive moral and volitional qualities, developed intellectual and physical abilities and with knowledge and skills management of human and material resources and scientific research.[1] The main tasks of the university are: [2]

- Conducting training for the acquisition of higher education in specialties in the field of security and defense and in the field of natural, technical and social sciences;
- Conducting training to improve the qualification of military and civilian personnel;
- Conducting procedures for awarding scientific degrees and scientific titles according to the legislation;
- Publishing, cultural, sporting and other activities;
- Conducting scientific and applied research;
- Implementation of defense-related activities assigned to him by the Minister of Defense.

In order to achieve its goal and fulfill its basic tasks, the Vasil Levski National Military University needs appropriate personnel with which to achieve the desired results. The university has established procedures, methodologies and models for human resource management. In this project only part of the activities carried out at the Vasil Levski National Military University are presented.

**Main activities and structure of the Personnel Department of the Vasil Levski National Military University**

Human resources management is a strategic and holistic approach for managing the most valuable asset of each organization, namely people who individually and collectively contribute to the achievement of organizational goals. Management on human resources can be defined as system from principles, methods, means, legal norms, rules, criteria, requirements, standards, procedures, policies, plans and programs for formation and use on human resources in the organization in accordance with its immediate interests and strategic objectives. [3]

Personnel policy is a comprehensive strategic approach to human resource management in the form of a set of rules and norms, goals and ideas that define the direction and content of working with people. It is prepared by the management and reflects the realization and performance of the duties of all staff.

An official timetable is a written document defining the structure, name and number of organizational units, their numerical staff, positions with their parameters, armaments and techniques, enabling the respective military formation or the appropriate structure to perform the assigned peacetime mission.[4] Job descriptions define the requirements, organizational links and relationships needed to perform the job. It shall be drawn up based on the establishment plan, and additional conditions shall be laid down for the taking up of the post.

#### **Personnel Department of the National Military University**

The Personnel Department is an administrative unit of the National Military University providing the personnel categories regarding the conclusion, modification and termination of official and labor legal relations, the report on the categories of students and the administrative control of the document turnover. The department is a basic structure of the National Military University and is subordinated to the Head of the University, and the immediate management of the department is carried out by the Head of the Department.

The purpose of the department are:

- To develop, update and refine the organizational structure of the university in accordance with the main tasks;
- To participate in the planning of work on the implementation of the preparedness plan;
- To organize and manage the career development of the university staff;
- To keep an account of the staff, provide up-to-date staff structure and personal data of military and civilian personnel in the Human Resources System at the Ministry of Defense;
- To prepare orders, rules, calculations, reports, and information on instructions from the Head of the University;
- To coordinate the activity with the other departments at the National Military University.

## **Main activities of the Personnel Department**

The main tasks and activities of the department can be divided into annual, monthly, weekly, and daily.[5]

### **Annual activities**

- Developing a draft new establishment plan. Organizing and controlling the timely organization of organizational events;
- Organization and implementation of the procedure for amending the current official timetable;
- Collecting and aggregating data on staffing by category;
- Establishment, reporting, keeping and updating of the official activities of the servicemen and the civilian employees;
- Drawing up the necessary documents when a new official timetable enters into force;
- Preparation of all the papers of the Head of the University for staffing with staff categories;
- Managing a manual and automated line item report line;
- Preparation and completion of documents of military servicemen applying for the job vacancy register and classification of providing a set of documents to the career development committees;
- Analyzing the aggregate information on the workload of the academic staff and prepare an opinion on the necessity of appointing an academic staff;
- Preparing an analysis of the quantity and quality of staffing;
- Drawing up information for military and civilian personnel;
- Verification of the received proposals for the personnel development of the military and civilian employees and preparation of the proposals for promotion in military rank;
- Organizing the appraisal of military and civilian personnel and the introduction of its results;
- Preparation of the annual personnel and administrative orders;
- Organizing and ensuring the work of the commission for examining the documents of the candidates for training in the military academy and the commissions for the preparation and change of the job descriptions of the staff;
- Drawing up a list of military officers reaching the age limit;
- Filling in and updating of the staff-books of the university;
- Organizing the planning of the annual leave of soldiers and civil servants;
- Bringing, making changes and completing workbooks. Keeping a diary of workbooks;
- Preparation of employment contracts, contracts for teaching activities, civil contracts and supplementary agreements;

- Compilation, drafting and issuing of pension documents and certificates of service for military and civilian employees;
- Preparation of notices and orders for termination of labor relations;
- Participation and technical support of selection and social cooperation committees;
- Overtime report of the personnel;
- Preparation of notifications and registration of all concluded, amended and terminated employment contracts.

#### **Monthly activities [5]**

- Keeping up-to-date lists of vacancies;
- Organizing the reception day of the Head of the University;
- Issuing service cards to servicemen;
- Keeping of the cadet report;
- Performing tasks related to the motivation of the servicemen;
- Organizing the nomination of the chairmen and members of the career development committees;
- Conducting initial health and safety training;
- Drafting of incentives and sanctions for the staff and trainees;
- Taking into account the sanctions and incentives imposed on military and civilian personnel;
- Controlling adherence to the schedule for use of leave by officers, sergeants and soldiers;
- Preparation of the necessary documents for the appointment and dismissal of a serviceman;
- Preparation of the necessary documents when participating in a military service mission;
- Making an order for the realization of property liability;
- Drawing up proposals for the award of military service by the Minister of Defense;
- Organizing interaction with military environments and regional military sectors within the candidate / student campaign;
- Preparing a proposal for the inclusion of soldiers in training courses;
- Prepares information to the HRM Directorate for the presence of corruption or conflict of interest;
- Preparation of a summary report for the officers and civilians by state.

#### **Weekly and daily activities [5]**

- Processing daily reports on staff movements;
- Managing and controlling the activities of the Personnel Services in the faculties outside Veliko Tarnovo;

- Preparation of the statement of the personnel expenditures for each working day, bringing it to the operational duty of the university and filling in the 24-hour payroll;
- Preparation of the daily order according to the normative requirements;
- Preparing food information and sending it to Nova Trade and Logistics Department;
- Work and execution of inbox documents;
- Preparation of certificates and official notes necessary for military and civilian personnel;
- Verification between the IT systems of the HR for the correspondence between appointments and payments.

### **Conclusion**

Human resource development should be seen as an investment requiring immediate efforts whose future results can be measured through indicators - increasing productivity, improving the social climate, improving the qualification level. Employee management and planning contributes to better fulfillment of tasks and achievement of assigned tasks.

Human resources management at the National Military University is at an extremely professional level. The Personnel Department employs very good specialists who know the main regulatory documents concerning the selection, appointment, development and termination of the contracts of military and civilian personnel. This knowledge contributes to the attraction of qualified candidates, who will contribute to the achievement of the missions, goals and tasks of the university. The staffing policy includes not only the selection of employees, but also the enhancement of their qualifications and the stimulation of their professional development, in order to keep them as employees of the university.

### **LITERATURE**

[1] <https://www.nvu.bg/node/16>

[2] <https://www.nvu.bg/node/15>

[3] [bg-ikonomika.com](http://bg-ikonomika.com)

[4] Ordinance X-10/31.03.2010 for the preparation, approval, modification and preservation of the job schedules and job descriptions in the Ministry of Defense, the structures directly subordinated to the Minister of Defense and the Bulgarian Army.

[5] Genev Evgeny, Elitsa Petrova, and collective, Administrative Model of Vasil Levski National Military University, Publishing complex of the Vasil Levski National Military University, pp. 26 - 44, Veliko Tarnovo, 2012, ISBN 978-954-753-084-3.