

**Vacancy: Human Resources Officer at
60%**



Commencement: October 2020 or earlier

Based: Geneva, Switzerland

Reports to: Executive Director & Finance Director

Applications close: 10 August 2020

The International Service for Human Rights is seeking a Human Resources Administrator. They will be the trusted advisor, managing and providing guidance, across all facets of HR.

ISHR is an independent, non-profit organization with offices in Geneva and New York. Our work aims to support human rights defenders, strengthen human rights systems and lead coalitions for human rights change.

Key responsibilities

1 – Human Resource Administration

Recruitment: this includes developing job descriptions for staff, fellows and interns, preparing job advertisements, checking application forms, and assisting with the shortlisting, interviewing and selection of candidates.

Administer payroll: this includes calculating and processing data into the payroll software and administrative databases. Adjusting payroll variables, problems and answering related queries.

Prepare and maintain employee contracts, records and personnel files, manage staff and intern absences (vacation, illness, compensations, professional leave), assist in preparing work contracts and amendments to contracts for employees according to the personnel policy.

Manage compliance with Swiss labour and migration laws and engagement with Swiss public authorities, including managing work permit procedures (request, renewal, exit), maintaining correspondence with public social services (AVS, LPP, tax at source, unemployment).

General human resource administration: Maintain staff and intern induction materials, organize induction programs, provide assistance to staff and interns on human resource issues.

Personnel and other relevant policies: Work closely with the Director and the Senior Management Team (SMT) to develop and implement human resource policies and procedures.

Other: Undertake such other tasks as directed for the proper performance of the role and as necessary for the effective operation of a lean NGO.

2 – Other HR Related Responsibilities: Health, Safety, Wellbeing and External Relations

Occupational health and safety: ensure that office practices are compliant with health and safety laws and report any concerns or incidents to the Director.

Wellbeing: ensure appropriate intervention or support along with the Working Group on Wellness.

Board Meeting: Support the organization of the biannual Board meetings and assist the Director and Board members with ISHR-related travel and accommodation arrangements.

Reception: provide back-up support for the reception, welcome visitors and answer phone calls.

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of ISHR.

Qualifications and experience

It is highly desirable that the successful applicant has or can demonstrate:

- University degree (or equivalent) in human resources management or public administration.
- At least 2 years' professional experience in Human Resources & personnel management, preferably including experience working with NGOs or in an international environment.
- Strong knowledge of Swiss Labor Law; knowledge of US Labor Law is an advantage.
- Fluency in English and French
- Highly professional, service oriented attitude
- Advanced computer literacy and ability to use a range of office software, including computerized payroll and benefits systems, spreadsheets and databases.
- Experience providing human resources advice to staff & hiring managers in Switzerland; experience in the US is an advantage
- A strong commitment to human rights and to work in a way that is collaborative and flexible.
- Ability to work effectively and responsively under pressure and to work effectively in a small, dynamic team.
- Excellent time management skills and demonstrated ability to meet deadlines and effectively manage competing priorities.
- Highly effective communication and interpersonal skills to enable professional and confidential interaction with a range of people.

Only applicants with Swiss or EU citizenship or a valid Swiss work permit may apply for this position.

This is envisaged as a 60 % position but other arrangements may be considered.

Salary

ISHR seeks exceptional applicants and offers competitive salaries and benefits. A salary in the order of CHF 6,250 to 6,500 per month (full-time equivalent) is envisaged.

Applications

Please submit a cover letter and curriculum vitae by using the online application form [HERE](#) by August 10, 2020. Or using the link below.

<https://app.smartsheet.com/b/form/7b48c72c98d642d893896ef365d9c385>

Only short-listed candidates will be contacted.