

VACANCY ANNOUNCEMENT



December 2016

Human Resources Officer

The International Commission of Jurists (ICJ) is a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights.

We are recruiting a Human Resources Officer to provide advisory and administration services for the management of staff, interns and long-term consultants. The ideal candidate worked for at least five years in the human resources department of an international entity managing different ranges of human resources functions. S/he has comprehensive knowledge and experience with Swiss labour law and has excellent interpersonal and organizational skills.

RESPONSIBILITIES

Reporting directly to the Director of Finance & Administration, the Human Resources Officer holds the following responsibilities:

- Coordinate the staff recruitment and selection process, including developing job descriptions, preparing and circulating advertisements, shortlisting applications, organizing and participating in tests and interviews;
- Make recommendations about staff appointments and salary and benefits packages to the Secretary-General;
- Coordinate the arrival of staff, including processing work permit applications, giving advice on relocation and organizing inductions;
- Prepare and maintain the personal records of employees and develop monthly and annual information reports and statements;
- Assist in putting into place a global salary and benefits policy. Administer monthly payroll for the whole organization and liaise with personal insurances;
- Organize the development of a staff performance evaluation process and provide assistance when conducting the evaluations;
- Identify training and development opportunities and make sure that they are made available to employees;
- Provide information and advice to management and employees on work matters. Handle conflict situations between staff members;
- Draft and implement policies and guidelines for managing the human resources of the ICJ Secretariat and its field offices.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- University degree in human resources, business and administration or equivalent; Professional certification in Human Resources desirable. Good knowledge of Swiss labour law ;

- Minimum 5 years work experience in human resources; Experience within an NGO, managing human resources for headquarters and regional offices, an asset.

Essential Skills

- Strong organisational, planning and time-management skills;
- Excellent interpersonal skills and the ability to work as part of a team;
- Ability to take initiative;
- Attention to detail and accuracy;
- Fluent in French and English (written and spoken);
- Advanced knowledge of Microsoft Office. Knowledge of Salary software an asset (Sage200);
- Ability to work under pressure and to adapt to changing priorities and needs;
- Commitment to human rights and the rule of law.

The ICJ is an equal opportunities employer.

APPLICATIONS close on **8 January 2017** and should be addressed with your resume, a cover letter and the names and contact details of at least two referees to:

Ref: Human Resources Officer:

By email: recruitment@icj.org

Or by post: International Commission of Jurists, P.O. Box 91, 1211 Geneva 8, Switzerland

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries, thank you for your understanding.