

November 2019

## Human Resources Officer

Under the supervision of the Chief financial Officer, the Human Resources Officer will give support to the implementation of the different HR projects and would provide advice and support to staff and management on general administration services for the recruitment and employment of staff with the following responsibilities:

**JOB OBJECTIVE:** Provide support to the implementation of the different HR projects and would provide advice and support to staff and management on general administration services for the recruitment and employment of staff with the following responsibilities:

### **MAIN TASKS AND RESPONSIBILITIES:**

#### **Recruitment management:**

- With the input of ICJ Programme staff, analyse the skills and qualifications required for each particular job and develop job descriptions.
- Coordinate the staff recruitment and selection process
- Assist in putting into place a global package for ICJ international staff
- Process work permit applications and ensure their validities
- Communicate and help candidates regarding relocation

#### **Staff records maintenance:**

- Maintain the personal records of employees on matters such as wages, permits, leave and training, and prepare associated management reports.
- Ensure that accurate job descriptions are in place for all employees and periodically check their validity.
- Design and develop employee information reports required to support management and HR, such as employee compensation and benefits reports, employee status, payroll reports, employee lists, and various periodic and ad-hoc reports.

#### **Salaries setting and administering:**

- Assist in putting into place a global salary and benefits policy for ICJ international and national staff. Undertake regular salary and benefits reviews and give recommendations to Management;
- Administer monthly payroll for the whole organization and liaise with personal insurances for Geneva staff.

#### **Performance monitoring:**

- Organize the development of a staff performance evaluation process for the ICJ;
- Provide assistance when conducting staff performance evaluations and ensure proper implementation of policies and procedures.

#### **Training:**

Identify training and development opportunities in conjunction with ICJ supervisors and make sure that they are made available to employees.

**Employee counselling:**

- Provide information and advice to management and employees on work matters such as policies and procedures, remuneration, performance and career development;
- Handle and moderate conflict situations between staff members. Recommend solutions to Management and ensure the proper implementation of decisions.

**Internal Control System implementation:** Help put in place organisational changes following current and future needs of the ICJ. Draft and implement policies and guidelines for managing the human resources of the ICJ Secretariat and its field offices.

**Social events organization:** In coordination with the Administrative Officer, organize internal social events and activities

**Other responsibilities:** Carry out other appropriate responsibilities as requested by the Director of Finance & Human Resources

**PROFILE:**

- 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.
- Fluent in French and English (written and spoken);
- Experience in processing salaries
- 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;
- 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** should be addressed with your resume, a cover letter and the names of at least 2 references to: Ref: Human Resources Officer, Geneva

By email: [recruitment@icj.org](mailto:recruitment@icj.org)

The deadline for applications is **6 December 2019**.

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