

VACANCY ANNOUNCEMENT

Human Resources Manager (100%) Geneva

Since 1952, the International Commission of Jurists (ICJ) has performed a unique and prominent role as a nongovernmental organization defending human rights and the rule of law worldwide. With its Headquarters based in Geneva, ICJ operates on the ground in Africa, Latin America, Asia & the Pacific, Europe & Central Asia, and the Middle East.

To ensure that we can recruit, retain, and reward the dedicated staff who can best carry out our mandate, the ICJ seeks a full-time experienced **Human Resources Manager** in Geneva, Switzerland to support its 100+ staff, consultants and interns based in 15 countries. The ideal candidate is passionate about ICJ's mission and has experience with Swiss labour law and supporting field offices, as well as excellent organizational and interpersonal skills.

MAIN TASKS AND RESPONSIBILITIES:

Under the supervision of the Secretary General and the Chief Financial Officer, the Human Resources Manager is responsible for the overall Human Resources strategy development and implementation and has the following 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 and interns' recruitment and selection process.
- Process work permit applications and ensure their validities.
- Communicate and help candidates regarding relocation.

Staff records maintenance and employment contracts:

- Maintain the personal records of employees and interns 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.
- Prepare employment contracts and work certificates for staff and interns.

Onboarding:

- With the support of the Field HR Officers, develop an employee and intern onboarding program and implement it globally.

Salaries setting and administering:

- Assist in developing and updating a global salary and benefits policy for all ICJ staff. Undertake regular salary and benefits reviews and give recommendations to Management.
- Administer monthly payroll for the whole organization in coordination with the external payroll provider and finance.
- Administer Swiss and international benefits.

Performance monitoring:

- Develop and carry out the staff performance evaluation process for the ICJ.
- Provide assistance when conducting staff performance evaluations and ensure proper implementation of policies and procedures.

Learning & Development:

- Develop and conduct internal trainings on relevant policies affecting all staff (for example: Code of Conduct, Grievance and Discipline policies, Equal opportunity policy).
- Design a Learning & Development training strategy and identify training and development opportunities in conjunction with ICJ supervisors.
- Provide training and capacity building to field HR Officers.

Employee counselling & Staff Wellbeing:

- 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.
- Provide appropriate intervention or support to ensure Staff Wellbeing.
- Develop and implement a Diversity & Inclusion program in line with ICJ equal opportunity policy.
- In coordination with the Administrative Officer, organize internal social events and activities.

Internal Control System implementation:

- Help put in place organisational changes following current and future needs of the ICJ. Draft and implement policies, guidelines, systems for managing the human resources of the ICJ Secretariat and its field offices.
- Support field offices in being in compliant with local labor laws.

Other responsibilities:

- Carry out other appropriate responsibilities as requested by the Secretary-General and the Chief Financial Officer.

PROFILE:

- University degree in human resources, business and administration or equivalent; Professional certification in Human Resources desirable. Good knowledge of Swiss labour law and social security system.
- Minimum 5 years work experience in human resources; experience within an international NGO, managing human resources for headquarters and regional offices, a must.
- Experience in processing salaries.
- Experience developing and conducting training and implementing internal control system and policies.
- Fluent in French and English (written and spoken);
- Strong organisational, planning and time-management skills;
- Excellent interpersonal and multicultural 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.

APPLICATIONS should be addressed with your resume, a cover letter and the names of at least 2 references to: Ref: Human Resources Manager, Geneva

By email: **recruitment@icj.org**

The deadline for applications is **30 September 2020, midnight Geneva time**. Only applicants with Swiss or EU citizenship or a valid Swiss work permit may apply for this position.

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

The ICJ is committed to the principle of equal employment opportunity and value a diverse workforce. The ICJ's policy is to practice a fair and non-discriminatory recruitment and selection procedure and to strive for and maintain international and multi-cultural personnel.

Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.