

Vacancy Announcement

Human Resources Manager (80%)

Work percentage: 80%

Length: Open ended contract

Location: Geneva, Switzerland

Start date: 1 July 2023

Reports to: Executive Director and Finance Director

Applications close: 10 May 2023 (Midnight, Geneva time)

The International Service for Human Rights (ISHR) is an independent, non-profit organisation with offices in Geneva and New York. This position offers a unique opportunity to contribute to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic human rights concerns. For more information, consult our website www.ishr.ch.

The position

The **Human Resources Manager** is based in the Geneva office and is responsible for human resource strategy, administration and development across the organisation (35 staff members across 8 countries, plus interns and fellows), developing and implementing efficient and reliable human resources policies and processes, and promoting and enabling a workplace environment in alignment with ISHR values. ISHR values include: a principled commitment to human rights, collaboration, solidarity, equality, inclusivity, diversity, transparency and accountability. The HR Manager will work closely with the entire Operations Cluster (Finance, Admin & Programme Support, and Fundraising & Grants Management teams) and reports directly to the Executive Director and the Finance Director.

Key responsibilities

The HR Manager will be responsible for human resource management and administration embedded in Diversity, Equity and Inclusion (DEI) best practices:

- **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.

- **Payroll administration:** this includes working closely with the Finance team and calculating and processing data into the payroll software and administrative databases. It also involves adjusting payroll variables, problem solving and answering related queries.
- **Contracts and documentation:** this includes preparing and maintaining employee contracts, records and personnel files, managing staff and intern absences (vacation, illness, compensations, professional leave), and preparing work contracts and amendments to contracts for employees according to the ISHR Personnel Policy.
- **Legal compliance:** this includes managing compliance with Swiss and other relevant labour and migration laws and engagement with Swiss and other relevant 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:** this includes working closely with the Admin team and developing and maintaining staff and intern induction materials, supervising the onboarding and offboarding, and providing advice and assistance to staff and interns on human resource issues.
- **Benefits:** this includes working closely with the Finance Director and managing the staff benefits programme and liaising with ISHR's external suppliers.
- **Performance and development reviews:** this includes working closely with the Executive Director and other relevant staff to conduct, document and follow up on staff performance and development assessments and plans.
- **Policy development and implementation:** this includes working closely with the Executive Director and the Senior Management Team (SMT) to develop and implement human resource policies and procedures.
- **Staff wellbeing and development:** this includes working with the Executive Director and other relevant staff, including the Wellbeing Working Group, to develop and implement organisational and individual programmes to contribute to staff professional development and wellbeing.
- **Diversity, Equity and Inclusion (DEI):** this includes working closely with the Working Group on Non-Discrimination, Diversity and Inclusion and the Executive Director, embedding DEI best practices and ISHR's values within human resources management, administration and policies.
- **Employee relations:** this includes supporting employees, line managers and the Executive Director with conflict management, internal investigations and code of conduct training.
- **Internship & Fellowship programme:** this includes working closely with the Intern/Fellow coordinators in Geneva and New York and the Admin team and continuing to strengthen ISHR's internship/fellowship programme; as well as continuing to develop and maintain ISHR's relationships with third-parties.
- **Staff supervision:** this includes supervising one HR & Admin assistant.
- **Other:** this includes all such other things as may be reasonably requested or delegated or as may be necessary to the effective functioning of ISHR.

Qualifications

Required

- University degree (or equivalent) in human resources management or public administration;

- At least 5 years' professional experience in human resources and personnel management;
- Strong knowledge of Swiss labour law and benefits management;
- Several years of DEI work including anti-racism work either through personal engagement or professional experience;
- Experience in employee relations and conflict management;
- Fluency in English and professional proficiency in French;
- Innovative, advanced computer literacy and ability to use a range of office software, including computerised payroll and benefits systems, spreadsheets and databases;
- 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;
- A strong commitment to human rights and to work in a way that is collaborative, flexible, highly professional and service oriented;
- Highly effective communication and interpersonal skills to enable professional and confidential interaction with a range of people;
- Swiss work permit or EU/EFTA national.

Desirable

- Experience working for an NGO or in an international environment;
- Knowledge of US labor law is an advantage.

Salary

The monthly gross salary range for a position at 80% is CHF5'200 to CHF6'000 (depending on qualifications and experience).

Equal opportunity

ISHR is firmly committed to having a diverse team and to the principle of equal employment opportunity. ISHR's policy is to practice fair and non-discriminatory recruitment and selection procedures and strive for diverse, international and multicultural personnel.

We welcome all kinds of diversity. Applications are encouraged from all qualified candidates without distinction including on grounds of race, colour, national origin, age, religion, disability status, sexual orientation, gender identity and expression or sex characteristics, pregnancy, genetic information, protected veteran status, socio-economic status, or any other characteristic protected by law.

We particularly welcome applications from systematically, historically and/or traditionally discriminated against groups, including women, persons of colour, LGBTIQ+ persons, persons with disabilities and other groups.

Applications

Please submit your application by filling out [this form](#) and attaching a **cover letter and a CV (no profile picture please)**. ISHR will review these products only for the purpose of this recruitment and will not use them for any other purpose.

*Applications will close on **10 May 2023 (Midnight Geneva time)**.*

Incomplete applications will not be considered. Please note that due to the high volume of applications, only short-listed candidates will be contacted.

All applications will be handled in accordance with ISHR's [Privacy Policy](#).