

HR OFFICER

Title:	HR Officer
Duration:	Open-ended contract
Location:	Geneva
Start Date:	ASAP

IMPACT Initiatives is an International Humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT teams comprise specialists in data collection, management and analysis, GIS and remote-sensing and operate in 16 countries. For more information visit: www.reach-initiative.org and www.impact-initiatives.org.

TASKS

The HR Officer will undertake the following tasks:

- 1. Recruitment:** support the recruitment activities for all Field and Geneva-based staff
 - 1.1 Follow up on recruitment needs communicated by the field and HQ teams.
 - 1.2 Keep Terms of Reference up-to-date and ensure all opened positions have standard terms of reference.
 - 1.3 Post open positions online and in the most effective venues.
 - 1.4 Screen and pre-select CVs, organise and participate in interviews, organise the administration of technical tests.
 - 1.5 Coordinate communication with candidates, including sending offers or negative responses to the interviewed candidates.
 - 1.6 Keep record of all recruitment information in a recruitment database and file relevant information.
 - 1.7 Follow up on the reference check process for each selected candidate.
 - 1.8 Research and develop the database of recruitment sources.
 - 1.9 Contribute to the development of comprehensive recruitment strategies procedures and related tools.

- 2. HR administration:** support all admin activities to be handled during the employee life cycle.
 - 2.1 Draft contracts for newcomers and existing employees (renewals, etc.).
 - 2.2 Organise departure package and induction in Paris/Geneva.
 - 2.3 Deal with all necessary declarations and legal formalities for each person recruited at HQ (work permits, registration for tax/social charges, etc.), as well as administrative departure documents required for field based staff (visas, insurances, etc.).
 - 2.4 Keep up-to-date salary grids, staff follow-up tools and organigrams.
 - 2.5 Keep a clear record of paid and un-paid leave requests, attendance sheets and paid leave follow-up.
 - 2.6 Assist in payroll preparation by providing relevant data (unpaid leave, seniority, etc.).
 - 2.7 Follow up on elements needed when end of contracts: ensure preparation of exit form and handover, deal with administrative and legal formalities, ensure the processing of last payments, etc.
 - 2.8 Compile and update employee records (hard and soft copies).

REQUIREMENTS

- Degree in HR Management or other relevant qualifications (“Certificat/Brevet” in HR)
- At least 2 years’ experience as an HR assistant or relevant HR/Admin/Recruitment position, ideally in the humanitarian sector.
- Very good knowledge of French and English
- Good working knowledge of Microsoft Office (Word, PowerPoint and Excel)
- Strong knowledge of Swiss HR legislation preferred
- Very good organizational skills, with the ability to meet deadlines and work under pressure
- Dynamic, fast learner and proactive team player
- Specific interest in the humanitarian sector

HOW TO APPLY

Application documents: CV, cover letter and 2 references

Submit applications to: jobs@impact-initiatives.org

Reference: 17/GVA/HROFFICER (Please indicate the reference in the subject line of your email).

Only shortlisted candidates will be contacted.