

## JOB DESCRIPTION

### HUMAN RESOURCES OFFICER – RECRUITMENT – GENEVA

(Reference: 21/HQ/HRO02)

#### BACKGROUND ON IMPACT

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

**We are currently looking for a Human Resources Officer for Recruitment to support IMPACT Initiatives team in Geneva.**

<b>Department:</b>	Human Resources
<b>Position:</b>	Human Resources Officer – Recruitment
<b>Contract duration:</b>	Open-ended contract
<b>Location:</b>	Geneva - International Environment House
<b>Starting Date:</b>	ASAP

#### SUPERVISION

The HR Officer – Recruitment will be supervised by the Head of Human Resources.

#### FUNCTIONS

The HR Officer – Recruitment will ensure the recruitment and onboarding of newly recruited staff for both the field and for HQ. This includes the following:

#### RESPONSIBILITIES

##### 1. Lead recruitment of new staff

- a. Lead the filtering of CVs of both field and HQ staff;
- b. Arrange daily meetings with the recruitment unit for the follow-up of the candidates considered in the recruitment process, ensuring the monitoring tool is updated and that the recruitment processes are followed in a timely manner, and identifying any risk or blocking point that may require further follow up from Head of HR / Executive Director
- c. Arrange or participate in any interviews (especially for more senior candidates) as relevant

- d. Review on a weekly basis with the Head of HR: the Applications follow-up, the Global Recruitment follow-up, the Posting follow-up to ensure it is accurate and complete, establish priorities and discuss any risk or follow-up action point vis-à-vis IMPACT's Country Representatives or any relevant staff
- e. Draft on a daily basis the offers, contracts and new placements emails submitted by the recruitment unit, ensuring any recruited staff is validated by the Head of HR / Executive Director
- f. Lead on any query regarding candidates' questions, salary negotiations, starting dates, benefits, etc., liaising with the Head of HR / Executive Director accordingly and including one-to-one follow-up calls with candidates, especially with senior ones. Follow-up on any key issue with the Head of HR / Executive Director
- g. Update and review on a weekly basis the Contracts follow-up to ensure that contracts are signed in a timely manner
- h. Supervise and line manager HR recruitment intern(s) supporting on recruitment activities for both Geneva and field-based staff.

## **2. Onboarding of new staff**

- a. Lead the onboarding of new staff including managing inductions participation, liaising with travel on travel and visa arrangements;
- b. Draft and review contracts of newly recruited staff;
- c. Lead on any query regarding candidate's questions on new contracts;
- d. Liaising with HR Admin on newly recruited staff for HQ, ensuring all legal procedures are fully followed and the staff is up-to-date with their legal status;
- e. Lead on communication with ACTED HR on induction participations, contract constraints and any further communication for new staff

## **3. General management, reporting and other:**

- a. For all above mentioned tasks, ensure that information is updated on a daily basis in the unit's follow-up tools including: recruitment FU, Application FU, Posting FU, Staff FU, Contract FU and Inductions
- b. Ensure the steps above are done in a timely manner, with the highest levels of professionalism, respect and confidentiality, and in alignment with the organization procedures and policies
- c. Ensure regular flows of communication within the recruitment unit and within the rest of the HR Department including Career and Int. Mobility Unit, Admin. & payroll unit and Travel unit, contributing to building strong professional relations
- d. Ensure the management of the other members of the Recruitment unit:
  - 1. Conduct regular meetings with the unit members to ensure the proper distribution of tasks, identification of priorities, timely progress & positive results of each recruitment task and in alignment with the organization policies and procedures
  - 2. Ensure the proper training of new recruits to the unit and ensure timely replacement of the interns
- e. Ensure regular communications with Head of HR and the preparation and attendance of weekly review meetings with Head of HR
- f. Unit reporting: ensure the preparation and submission of a monthly Unit Dashboard
- g. (Pro)active participation in departmental projects and current projects (manual review, etc.)
- h. Participation to HR induction when necessary
- i. Support to the other units when necessary

## REQUIREMENTS

### MINIMUM REQUIREMENTS

- Excellent academic qualifications, preferably including a Master's degree in relevant discipline (HR / psychology);
- 1-2 years relevant work experience in a professional work setting required, preferably in a similar role;
- Fluent in English; advanced level in French and Spanish is desirable (B1 at least);
- Knowledge of MS Word, Outlook and Excel;
- Excellent communication, interpersonal and relationship building skills with the ability to listen with great attention, identify most suitable candidates and confidently market IMPACT Initiatives to candidates;
- High level of attention to detail;
- Very good organizational and time management skills (multi-tasks, prioritizes work tasks, utilizes resources effectively/efficiently, adapts to changing work demands/priorities/environments)
- Dynamic, fast learner and proactive team player;
- Ability to handle confidential recruitment information of applicants and interact with employees in a professional and sensitive manner at all times;
- Interest in the humanitarian sector.

### PREFERRED REQUIREMENTS

- Previous experience in HR, specifically in recruitment for an international non-profit/non-governmental organization;
- Previous experience or demonstrated interest in the non-profit sector.