



The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) invites candidates to apply for a position as

Human Resources and Administrative Officer in Copenhagen

Background:

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is a private non-commercial foundation established on 9 December 2004 (<https://emhrf.org/>) in Denmark. The Foundation aims to support human rights defenders and non-governmental organisations through small grants and tailored coaching in the South-Mediterranean region.

The EMHRF headquarters are located in the city centre of Copenhagen and currently consists of a Finance Officer and a Finance Director. In addition, the EMHRF secretariat has two suboffices in Paris and Tunis with a Programme Director, acting as head of the Foundation's secretariat, a Regional Manager, six Regional Coordinators, a Fundraising and Reporting Officer and a Grant Administrator. The Board, the highest authority of EMHRF, is composed of twelve volunteer members.

Duties:

Working under the direct supervision of the Finance Director, the main tasks and responsibilities of the HR and Administrative Officer will be divided as follows:

1. Human Resources Management

- Update the Foundation's staff regulations and development policy and ensure its day-to-day implementation.
- Coordinate recruitment, including preparing job descriptions, advertising vacant positions, preparing criteria and assessment grids, organising and participating in interviews, contacting references, and selecting candidates under the supervision of the Finance Director and the Programme Director.
- Prepare employment/consultancy contracts and maintain up-to-date records of employees and consultants.
- Coordinate onboarding and offboarding plans in accordance with the law and HR management.
- Provide training and regular updates to employees on the Foundation's policies and procedures.
- Ensure regular development reviews of the staff.
- Provide guidance, assess needs, including in terms of safety and wellbeing, and develop training plans to support employees in their development in line with the Foundation's strategic and budgetary directions.
- Keep abreast of changes in labour law in the countries where EMHRF staff are deployed (Denmark, France and Tunisia) and ensure that these changes are integrated into HR policies.
- Review employment and working conditions, including benefits, to ensure legal compliance.
- Monitor and follow up on the time registration and holidays of the staff.
- Communicate with EMHRF payroll companies, labour counsels and authorities on any legal or administrative issues related to staff and report to management for review and consequent action.
- Carry out other related duties as requested by the Finance Director and/or the Programme Director.



2. Administrative Matters

- Develop plans for archive management in compliance with GDPR regulations.
- Prepare the practicalities of all meetings and travels for the Board and staff members (budget, flights, hotel, per diem, invitations and visas, agenda, practical information, etc.).
- Ensure administrative support to the sub-offices.
- Oversees office management and logistics for all offices (insurance, filing, equipment, supplies, cleaning, IT services).
- Support the offices in administrative and legal matters, and prepare official letters (legal obligations in Denmark or France, etc.) if needed.
- Maintain organised archives in relation to his/her duties.
- Carry out other related duties as requested by the Finance Director.

Qualifications and requirements:

- University degree (Bachelor or Master) in Human Resources Management, Labour Law and/or another relevant field is required.
- Fluency in English and French mandatory. Danish an additional advantage.
- At least 3 years of proven experience as HR and administrative officer in an international organisation or company.
- Knowledge of HR functions, best practices and tools.
- Ability to pay strict attention to details and demonstrate flexibility to get assignments completed within the set deadlines.
- Ability to keep full confidentiality about assigned tasks and related documentation as well as exercising discretion and tact when dealing with diverse groups of people.
- Excellent communication and interpersonal skills and personal qualities of integrity, credibility, and dedication to a non-profit mission.

Working hours and wage: The HR and Administrative Officer will be employed to work 37 hours per week according to the Foundation's danish scale of wages based on qualifications and experiences.

Start of assignment: As soon as possible.

Duration: Open-ended contract.

To apply: Interested applicants should submit a resume and letter of motivation in **English** as soon as possible and **not later than 10 February 2023**, to the attention of EMHRF Finance Director at recruitment@emhrf.org.

Only selected applicants will be called for an interview, and we will continuously hold interviews, so please apply as soon as possible.