



HUMAN RESOURCES OFFICER, BASED IN PARIS (FRANCE)

Position description:

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is seeking to recruit a qualified individual for a new post of Human Resources Officer, responsible for providing a range of human resources support, services and advice to EMHRF staff and management. This position would suit a Human Resources Assistant/Officer who is interested in developing policies and procedures for a human rights organisation working internationally.

Background:

EMHRF is a regional foundation based in Denmark, established on 9 December 2004 (<https://emhrf.org/>). The Foundation aims at providing flexible financial assistance to regional, national and local human rights NGOs and institutes as well as individuals who promote, support, protect and monitor the observance of human rights in the South-Mediterranean region. EMHRF has around fifteen employees and consultants based in several countries. The Board, the highest authority of EMHRF, is composed of twelve volunteer members who are leading civil society representatives from the Euro-Mediterranean region.

Responsibilities:

Reporting directly to the Programme Director, and working closely with the Finance Director, the Human Resources Officer is responsible for managing all aspects of human resources within EMHRF, while ensuring compliance with local laws and the well-being of staff in the countries where they are based.

HR policies and procedures

- Supports the Board and the management in translating operational needs and challenges into an HR policy and procedures, including modifications to the Staff Regulations, in accordance with relevant laws where staff is located.
- Reviews working conditions and benefits to ensure they comply with legal requirements and are fair to all staff.
- Ensures HR policies and procedures are well communicated, explained and implemented by the staff.
- Keeps abreast of changes in labour law in the countries where staff are based and ensures that HR policies and procedures comply with these changes.

Recruitment, onboarding and offboarding of staff

- Proposes adjustments to the work structure and organisation that align with the operational strategy of EMHRF.
- Coordinates recruitment processes, including preparing job descriptions, advertising vacant positions, participating in interviews, and selecting candidates, while maintaining procedures to guarantee equity and transparency in all recruitments.
- Prepares employment/consultancy contracts and maintains accurate records of all staff across different locations.
- Prepares and oversees onboarding and offboarding of staff.
- Monitors time registration and holiday records, and follows up on/approves leave requests after coordination with management.



- Liaises with payroll companies, reviews payroll when needed, and makes sure all administrative documents are up to date and properly stored.

Staff coordination, well-being and development

- Organises regular staff meetings and encourages constructive exchanges between all staff in different areas and fields of activity when necessary.
- Provides guidance and support to employees and managers in managing conflicts, and facilitates mediation in case of conflict.
- Ensures staff well-being by developing, implementing and monitoring well-being policies, programmes and initiatives, and advises management on how to address staff concerns.
- Organises and participates in regular reviews with the staff, assesses their career development needs and develops training programmes and initiatives accordingly.

Qualifications and requirements:

- Bachelor's or Master's degree specialising in HR (or certified professional experience in HR).
- Minimum of 3 years of professional experience as an HR generalist and solid knowledge of HR functions, best practices, and tools.
- Good knowledge of the French labor legislation and capacity in quickly understanding labor laws where EMHRF operates.
- Ability to advise and actively support different stakeholders on all aspects of people management and development.
- Ability to maintain confidentiality and exercise discretion when dealing with sensitive information.
- Strong communication and interpersonal skills, including effective listening skills and ability to interact collaboratively in a multicultural team.
- Experience in the international environment is preferred, or at least a strong interest and dedication to a non-profit mission.
- Fluent knowledge of English and French mandatory.
- Fully conversant with IT tools.
- EU residence and work permit required.

Conditions:

Start of assignment: January 2024

Duty station : France (Paris suburb - Montreuil)

Type of contract: Open-ended contract (CDI)

Working hours: full-time

Salary: Salary according to experience and EMHRF Paris salary scale

Benefits: As set out in the EMHRF's staff regulations

Application process:

If you consider to have all the necessary qualifications and the ability to take over the designed tasks, please send your **CV and a motivation letter in English** to the e-mail recruitment@emhrf.org with subject line indicating “**HR Officer**”. Thanks to mention your availability in your email. Deadline for receiving applications: **18 October 2023**. Please note that only selected candidates will be contacted for an interview, and interviews will be conducted on a rolling basis, so early applications are encouraged.