

Vacancy

Job Title: Human Resources Advisor
Reports to: Executive Director
Availability: 30 hours per week (part time – about 80%)
Location: Brussels - Belgium
Duration: One (1) year contract under Belgium law – renewable
Starting date: 4 January 2021
Gross remuneration: In line with the sector and commensurate to level of experience

Protection International (PI) is an international not-for-profit organization registered in Belgium. In many parts of the world the defence of human rights evokes pressure, threats and attacks from state and non-state actors. PI works with local human rights movements to develop strategies and programmes that prevent and counter such pressure. It researches protection strategies and security management tools that protect human rights defenders, and shares its expertise in this area with people at risk due to their human rights work. PI tailors its approach to context and profile. Currently we work in South-East Asia, Africa, Europe and Latin-America, with presences in Thailand, Indonesia, Kenya, DR Congo, Colombia, Guatemala, Honduras and Belgium.

Job Purpose:

PI is looking for a motivated professional who can join its global team in Brussels (Belgium). The post-holder will contribute to PI's overall effort to strengthen and mainstream human resources management practices within PI. The key purpose and function of this role will be to develop and refine PI's human resources policy and procedures in key areas such as: staff hiring, onboarding, and exiting; performance evaluation; professional development; conflict management and safeguarding policies; and burn-out prevention.

The post holder will also serve as a resource person for our teams in the field that may require support in the area of human resources management, contributing to ensure consistency in PI work culture/standards in all PI offices.

Main Responsibilities:

Under the direct supervision of the Executive Director, the Human Resources Advisor will develop PI's global human resources policy and procedures, as follows:

- Provide advice to Management and Directors on human resources matters
- Provide general support in the area of human resources management for our teams in the field, contributing to ensure consistency in PI work culture/standards in all PI offices
- Ensure relevant PI Policies' compliance and development (particularlry in relation to Staff regulations, Human Resources and Salary Policies, Gender and Diversity, Code of Conduct, Conflict of Interest)

- Manage recruitment and selection processes (including consultants and interns)
- Organizing on-boarding and off-boarding of staff (including facilitation of entry and exit interviews)
- Promote staff training initiatives and dedication to staff development
- Assist PI managers to properly define the tasks of different job holders and when necessary re-orient and revise job descriptions
- Develop a performance evaluation system for PI taking into account individual and organisational development priorities
- Provide advice on workload management monitoring the psychosocial risks associated with PI's work, and designing plans to recover people suffering from fatigue and to prevent burn out
- Develop safeguarding policies and practices as well as Covid-19 protection
- Design viable procedures for teamwork and the prevention and resolution of conflict
- Organize team building activities
- When required, provide support to Management in the preparation of a variety of reports, including for donors and Board of Directors
- Provide support on HR related administration as necessary

Skills & Experience:

- Relevant university degree in social sciences (psychology, sociology, organisational management, among others);
- Minimum 7 years of Experience with human resources management
- Proven experience in managing human resource and staff development processes
- Proven experience of developing HR manuals and legally compliant policies applicable worldwide
- Experience of HR management in a global setting
- Experience of HR management in an NGO setting
- Enthusiastic, self-starter who is able to work autonomously, under pressure, in decentralised teams, and think outside the box;
- Fluency in English (written and oral) is essential - with the capacity to work and communicate well (orally and in writing) in French or Dutch. Good knowledge of Spanish is an asset.
- Sound knowledge of social security rules in Belgium; familiarity with other systems is a strong asset;
- Demonstrated capacity to orally communicate clearly and effectively to a wide range of – expert and non-expert audiences;
- Ability to create, compose and edit written materials;
- Familiarity and commitment to human rights work.

The offer:

The position is based in Brussels and open to persons legally entitled to work in the EU/Belgium.

We offer a one-year contract, governed by Belgian law, and renewable depending on performance evaluation and availability of funds.

Gross monthly salary between 3.425,32€ to 4089,59€ and commensurate with skills and experience, a competitive benefits package, including group health insurance and generous leave.

The possibility to contribute to the work of human rights defenders worldwide and being part of dynamic and enthusiastic team of professionals committed to social justice.

Application process

Send your resume, cover letter and contact details of 3 references before **30 November 2020** to the following email: recruitment@protectioninternational.org, making mention of 'HR Advisor' in the subject line.

Please also include your name in the file name of your application documents, e.g. Fiona_Smith_CV.doc. Do not attach any certificates or reference letters at this stage of the recruitment process.

Applications will be reviewed on a rolling basis. Only short-listed candidates will be contacted.

PI is an equal opportunity employer; women professionals are strongly encouraged to apply.

Further information about Protection International can be obtained from www.protectioninternational.org.