



The Netherlands Red Cross

We help to strengthen resilience of vulnerable people exposed to hazards and crisis situations and we respond to disasters and conflicts to save lives and alleviate suffering. In the Netherlands with more than fifteen thousand volunteers and internationally through technical assistance, supplies and money. Together we act before, during and after disasters to meet the needs and improve the lives of vulnerable people.

We do this without regards to nationality, race, religious beliefs, class or political opinion. Our seven principles guide our humanitarian work: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Within the Red Cross, the Personnel & Organization department's ambition is to create an inspiring work environment in which employees make a difference. Themes such as sustainable employability, good employership as well as the development of organization, leadership and employees are the most important objectives.

Due to an expansion within the team a vacancy arises for:

HR Advisor for the Red Cross Red Crescent Climate Centre (The Hague, 24 hours p/w)

Background

The Red Cross Red Crescent Climate Centre (Climate Centre) is the expertise centre of the International Red Cross and Red Crescent in the field of climate change and climate disasters. The Climate Centre's mission is to help the Red Cross and Red Crescent Movement and its partners reduce the impacts of climate change and extreme-weather events on vulnerable people.

The Climate Centre consists of an enthusiastic small team of approximately 35 individuals that guides a growing network of colleagues from all over the world in integrating climate risks into their work. The Climate Centre works closely with the Netherlands Red Cross and the International Federation of Red Cross and Red Crescent Societies (IFRC) in Geneva.

Purpose of the position

To support the Climate Centre most effectively, you will work within the Personnel & Organization department of the Netherlands Red Cross (NLRC) based in The Hague and report to the P&O Manager of the NLRC. In this position you will work closely with the Climate Centre's HR Support focal point for day-to-day collaboration as well as the Netherlands Red Cross' HR Advisor and the HR Support team from the International Assistance department. You will have a technical reporting line to the Climate Centre's Associate Director.

The HR Advisor is accountable for the provision of accurate and timely human resource management advice to the Climate Centre's programme management team. The HR Advisor will take a lead role in the development of human resource policy, and advise where necessary on human resource related operations for the Climate Centre.

Responsibilities

- Provide expert advice on a range of human resource queries and opportunities arising from within the Climate Centre, in accordance with organisational policy and legislative requirements;
- Review, revise and where needed create HR policies for the Climate Centre, consulting with organizational stakeholders (e.g. from within the Climate Centre, the Netherlands Red Cross, and the IFRC) on the development of policy and HR practices;
- Advise on and/or manage sensitive HR personnel issues related to the Climate Centre team if/when they arise (e.g. related to employment relation queries, conflict between staff and management or partners, etc);
- Take responsibility for the successful and timely completion of human resource related projects and priorities, as allocated.
- Work closely with the Climate Centre's HR Support focal point to help ensure effective and efficient operational management of the HR File.

Core activities

- Review, revise and where needed create HR policies (e.g. Gender and Diversity), ensuring these also comply with donor requirements
- Review and where necessary adjust salary scales and functional job titles
- Review remuneration packages
- Review and revise as needed HR benefits package and benefits explanation for team, including **hardware purchase policy, training & development section**, sickness and care in family, loss in immediate family and **part-time work**
- Review and update as needed procurement policy
- Review NLRC personnel handbook and adapt for Climate Centre, as appropriate, ensuring policies are in line with current Dutch legislation
- Serve as insurance company contact

Profile candidate/Qualifications

- You are in possession of a valid work and residence permit for the Netherlands
- Previous experience within a similar role, and/or a degree in a relevant area such as Human Resources or Business Management.

Skills and experience

- Excellent command of written and spoken English and Dutch
- Excellent knowledge of International and Dutch Employment Law

Personal traits

- You are able to motivate and inspire a global team of diverse professionals
- You are able to implement ideas, give solid advice and easily overcome resistance.
- You are alert to new information, identify opportunities and act accordingly.
- You are able to analyse challenges and come up with concrete and workable solutions.
- You are comfortable taking initiative and working collaboratively in a multi-cultural, virtual environment

We offer

- A part time appointment of 24 hours per week (based on 40-hour work week) for 1 year, with the possibility of extension.
- A flexible and human-centred working environment that is largely virtual and global in nature.
- Well balanced employment conditions with space for initiative, innovation and development.

Remuneration: the salary scale level is set at 12 as mentioned in the CAO, depending on education level and experience. (min. € 3.869,97 until max. € 5.137,13 gross per month on the basis of fulltime employment).

Applications:

Please send your resume in English and letter of motivation with reference to Rob Vugs before 3 August 2021 using our online application tool via <https://werkenbij.rodekruis.nl/nl/Vacature/Solliciteren/197016/job>

For more information about the position, you can contact HR@climatecentre.org

The Netherlands Red Cross is looking for talented employees who are motivated to fulfil this position, regardless of cultural background, disability, gender, religion, orientation or age.

An assessment is part of the selection procedure.

For more information of the work of the Netherlands Red Cross please go to www.rodekruis.nl, [Facebook.com/rodekruis](https://www.facebook.com/rodekruis) and [Twitter.com/rodekruis](https://twitter.com/rodekruis)

Acquisition for this vacancy will not be appreciated