

Vacancy

The Red Cross Red Crescent 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 team 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.

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

Senior HR Adviser (The Hague, 32-40 hours p/w)

Position within the company

The Senior HR Adviser is accountable for the provision of accurate and timely human resource management advice to the Climate Centre's Directors. The Senior HR Adviser will take a lead role in the development of human resource policy, implement 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 organizational policy and legislative requirements;
- Review, revise and where needed create and implement 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 implementation of human resource related projects and priorities, as allocated.
- Work closely with the Climate Centre's HR Officer to help ensure effective and efficient operational management of the HR File.

Core activities

- Review, and where needed create and implement HR policies ensuring these also comply with donor requirements
- Review and update remuneration packages
- Managing the relations with HR service providers
- 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 Netherlands Red Cross personnel handbook and adapt for Climate Centre, as appropriate, ensuring policies are in line with current Dutch legislation

Profile candidate/Qualifications

- You are in possession of a valid work and residence permit for the Netherlands and currently based in 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 analyze 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 flexible, people-oriented and impactful working environment with room for initiative and development. A contract for 1 year with the possibility of an extension. The full time (40 hours per week) salary for this position is between € 3,869.45 - € 5,424.15 gross per month (scale 11 of the Climate Centre salary scales) depending on education and work experience. We offer holiday pay 8% of annual salary and a year-end bonus amounting to 8,33% of annual salary. Selected elements of the Netherlands Red Cross Collective Labor Agreement apply.

How to apply:

We would like to receive your application (a motivation letter and CV in English) addressed to Olette Manhoudt, HR Officer at the Climate Centre at Application@climatecentre.org. We will review applications on a rolling basis so if you are interested, please do not hesitate to apply immediately. Once a successful candidate has been identified, this vacancy will be closed.

A reference check may be part of the selection process.

Further information:

For further information about the position, please contact Olof van Praat at the Climate Centre at praat@climatecentre.org or 06-22385366

For more information about the work of the Red Cross Climate Centre, visit www.climatecentre.org

Twitter: @RCClimate

Facebook: @climatecentre

LinkedIn: Red Cross Red Crescent Climate Centre

Acquisition as result of this vacancy is not appreciated