

TOR: CHS Alliance Human Resources Advisor

Supporting the CHS Alliance develop its Human Resources processes

Reporting to: Executive Director, with regular updates to the SMT and working closely with the HR Manager

Background:

CHS Alliance is a not-for-profit organisation headquartered in Geneva, with a branch office in London, currently employing 20 staff. It's a relatively new organisation which has grown in size in recent years and is developing a new strategy to guide its work in the coming years.

Good people management is central to the mission of the Alliance. As such we need to ensure that our people management approach is aligned with the Core Humanitarian Standard (CHS) and able to support our staff over the coming years.

Deliverables: The role will be focussed on two areas:

- I. **Review and develop actionable recommendations for improving current HR capacity and processes**
- review current HR processes to ensure they are relevant for the organisation to fulfil its new strategy ambitions and are contributing to the satisfactory CHS Alliance employee experience. Provide actionable recommendations for ensuring adequate capacity support for HR systems, structure and processes moving forward.

- II. **Provide support and leadership on the following HR projects** in partnership with the HR manager. These include
 - a. Finalise the remuneration framework review process and its roll out in first quarter of year
 - b. Review Job Descriptions in line with new strategy and provide advice on future recruitment process
 - c. Provide guidance on enhancing our performance management process and staff engagement review and feedback processes

In terms of approach and methodology, the consultant will be requested to develop a work plan for the above-mentioned areas of work in consultation with HR Manager and SMT.

Timeline – 60 days over 4 – 6 months, starting early 2022

Person Specification

Competencies

- Delivering Results: Dynamic and able to bring opportunities together to deliver results.
- Inclusive: Demonstrating understanding of gender, diversity and inclusion.

- Creative thinking: Curious about alternative or unconventional ideas/solutions.
- Communicating: Effective communication skills, both verbal and written.
- Cultural Sensitivity: Adaptable and sensitive to work in different cultural contexts.
- Time Management: Ability to work under pressure and meet strict deadlines.

Experience and knowledge

- Human Resources experience at senior level
- Previous experience leading or contributing to developing or reviewing remuneration and reward processes, as well as performance management and staff engagement process
- Experience or knowledge of the Core Humanitarian Competency Framework, an asset
- Knowledge of HR and People Management best practices

Important information:

The person shall be registered as a consultant in their country or work for a consulting firm.

Please note that we will require two references from consultants.

We would also like to draw your attention on [our complaints mechanism](#) which can be used by our consultants or to report complaints about our consultants.

How to apply:

Interested candidates should submit their applications by email to: recruitment@chsalliance.org

Applications shall include a **CV and a motivation letter**. Please mention ***your name and 'HR support'*** in the subject line.

Deadline for applications: 17 December 2021