

## Job description

**Job Title: Human Resource and Governance Manager**

**Reports to:** *Chief Operating Officer*

**Responsible for:** *no one*

**Type of contract:** *permanent – 100%*

**Salary:** *annual gross salary ranges from 82'936CHF to 94'785CHF*

**Location:** *Geneva*

### Job Purpose:

*To deliver best practice support to the Human Resources and Governance processes of the CHS Alliance.*

### Main Responsibilities:

**Human Resources** – Lead and deliver on all key Human Resource (HR) activities, ensuring that the CHS Alliance complies with internal HR policies and procedures in place and with relevant employment laws and regulations, including but not limited to:

1. Managing the entire employee life cycle within the CHS Alliance, including recruitment and induction, work permits, pay and benefits, performance management, employee wellbeing and retention
2. Developing/updating and ensuring implementation of all HR policies and processes
3. Leading on specific HR projects, for example embodying the Core Humanitarian Standard (CHS) in the CHS Alliance's operations; building a diversity and inclusion strategy
4. Leading on employee learning and development initiatives (both individual and team-based)
5. Liaising with the Senior Management Team and People & Culture Committee on HR questions and issues as they arise
6. Supporting consultant recruitment and contracting
7. Maintaining knowledge of HR trends, regulatory changes, and new technologies.

**Governance** – Contribute to effective CHS Alliance Governance, through providing support to the Executive Director and Board in areas including:

8. Supporting the CHS Alliance Governance to be a strong leadership body, aligned with the Governing Well guidance
9. Drafting and maintaining up to date Governance documents, including supporting the compilation of documents for Board meetings and General Assemblies, motions for voting, Governance Manual and Statutes
10. Taking minutes during Board meetings and General Assemblies and ensuring that the official records of Board and General Assembly meetings are accurate and communicated with the relevant audience
11. Coordinating General Assemblies, ensuring admin procedures and voting platform are in place for the election process and motions voting of the General Assembly

- 12. Contributing to due diligence processes as necessary, including for Board member recruitment
- 13. Keeping up to date with governance good practice

**Other activities**

- 14. Actively promote the use, application, monitoring, and verification of the Core Humanitarian Standard on Quality and Accountability at all fora
- 15. Contribute to the development and review of the CHS Alliance annual workplans and progress reports
- 16. Undertake other reasonable tasks assigned by line manager.

**Key Contacts:**

**Internal:** All Alliance staff, Board members

**External:** CAGI, OCE, OCPM, OCIRT, FER and others as relevant

**Person Specification**

	Essential	Desirable
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• University level degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• HR Swiss Certificate or equivalent, highly desirable</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong experience in Human Resources management</li> <li>• Knowledge of Swiss employment law</li> <li>• Proficient with Microsoft Office suite</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of UK employment law</li> </ul>
<b>Skills and abilities:</b>	<ul style="list-style-type: none"> <li>• Fluency in both oral and written communication in English and French</li> <li>• Able to communicate effectively at all levels</li> <li>• Tactful and discrete when dealing with people and confidential information</li> <li>• Team player</li> <li>• 'Can-do' problem solver</li> <li>• Strong knowledge of HR technologies</li> <li>• Innovative, dynamic and independently able to carry out duties</li> <li>• Excellent time-management skills</li> <li>• Flexible and adaptable</li> </ul>	<ul style="list-style-type: none"> <li>• Broad understanding of humanitarian and development work</li> <li>• Knowledge of the Core Humanitarian Standard</li> </ul>

<p><b>Core Competencies</b></p>	<ul style="list-style-type: none"> <li>• Be accountable: deliver on targets; own responsibilities and actions.</li> <li>• Work as a team: collaborate through effective communication; exchange information transparently and fearlessly; build trust by sharing</li> <li>• Act with integrity: act honourably; be fair, and honest; act in accordance with values and the Core Humanitarian Standard.</li> <li>• Think creatively: be curious and welcome alternative solutions and unconventional ideas; continuously re-assess work and adjust; think out of the box and beyond comfort zone.</li> <li>• Respect and care for each other: treat each other with respect, care and dignity; take time to listen and hear one another, without judgment and trusting in everyone’s best intentions.</li> </ul>	
<p><b>Behaviour</b></p>	<ul style="list-style-type: none"> <li>• Proven integrity - upholding and promoting the highest standards of ethical and professional conduct and abiding by the <a href="#">CHS Alliance Code of Conduct</a>. This includes refraining from acts of misconduct, respecting the CHS Alliance’s standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact.</li> <li>• Commit to the CHS Alliance values, vision and mission</li> </ul>	
<p><b>Job Description and Person Specification Prepared by:</b></p> <p>Name: Steven Parkinson, H��l��ne Maillet Date: January 2023</p>		