

## Sr Human Resources Advisor

Reporting to the Managing Director, responsible for the full scope of (strategic and operational) activities regarding Human Resource Management and organisation development within a small and ambitious international organisation of 35 employees

### Summary of key responsibilities

Responsibilities include but are not limited to the following:

- Translate IICD strategy in a HR and organisation development policies and plans in order to enable, advise and support Management to realise their goals.
- Develop, advise, coordinate and follow up on the use of HR tools policies and Instruments, like the Performance Review System
- Ensure all systems, policies and personnel files are in accordance to HR related policies and laws
- Take care of short and long term human resource planning by timely analysing of (future) requirements on staff development and recruitment
- Coordinate the short and long term staff development by initiating the personal development planning and coordinating, advising on and organising the required training/education programmes
- Coordinate and execute all activities related to recruitment.
- Proactively advise and support Management and employees on all issues regarding Human Resources, organisation and development.
- Ensure a healthy and risk free working environment by managing the arbo-issues, illness prevention and coordinating, monitoring reintegration activities by absence due to illness. This includes monitoring and advising on employee satisfaction issues.
- Person of confidence for the organisation;
- Because of the relatively small organisation this position also includes hands-on activities related to the above mentioned activities.

### Summary of Experience

As a qualified candidate for this challenging and exiting position you have performed at least 5 years in HR medior /sr advisory position within a bigger HR organisation and ambition to operate at HR end responsible mgt level.

### Must haves:

- Bachelor's Degree in Human Resources Management, Social Sciences, Business or Public Administration or related area;
- Proven ability to negotiate, influence, and collaborate with other key decision makers in a complex environment;
- Organisational skills including the ability to plan, prioritize and ensure production of results;
- Ability to work independently;
- Interpersonal, communication and leadership skills, including a proven ability to be flexible in demanding situations;
- Excellent written, verbal, networking and interpersonal communication skills;
- Substantial experience and knowledge of effective financial and budgetary control within an HR department;
- In order to apply, you should be based in the Netherlands.

### Required Knowledge, Skills and Abilities

- High degree of professional versatility and hands-on mentality and capability;
- Ability to think and act strategically while possessing the managerial skills to enable "hands-on" execution of projects;
- Ability to coach and mentor others;
- Ability to facilitate groups;
- Fluent in English and Dutch especially writing. Spanish and French a plus.

IICD is a non-profit foundation that specialises in information and communication technology (ICT) as a tool for development.

IICD is active in Africa and Latin America where we bring about technical and social innovations that create and enhance development opportunities in education, governance, livelihoods, health and the environment.

For maximum impact we work closely with partners from the public, private and non-profit sectors.

Our aim is to help our local partners – teachers, farmers, health workers, local government officials and civil servants - to formulate and implement their own ICT-supported development policies and programmes.

More about IICD:  
[www.iicd.org](http://www.iicd.org)

Salary indication:  
**Max. € 60,000** annually at fulltime basis. Part-time fulfilment can be discussed

To **apply** please email your Cover Letter plus CV to:  
**Alina Jansen**  
(HR Manager a.i.) at  
[vacancy@iicd.org](mailto:vacancy@iicd.org)

For more information concerning the position, please contact:  
**Alina Jansen**  
(HR Manager a.i.)  
[ajansen@iicd.org](mailto:ajansen@iicd.org)

Closing date:  
**August 15<sup>th</sup>, 2011**

## Core Competencies

- **Decisiveness**  
Active decision-making; committing oneself to definite opinions, taking actions.
- **Analytical capacity**  
Identifying problems; recognising significant information; gathering and co-ordinating relevant data; diagnosing possible causes.
- **People management**  
Gets the best out of people, uses the available capacities, motivates people to use and enhance their capacities, has an eye for how people are doing and reacts to that.
- **Organisational insight and awareness**  
Knowing how different elements of the organisation mutually influence each other and acting accordingly, recognising the effect and results of one's own decisions or activities on other parts of the organisation.
- **Coaching**  
Bringing colleagues and partners to top performance through systematic feedback, evaluating causes for success and failures, investigate options for improvement gives hints and exercises.
- **Teamwork**  
Contributing effectively towards a collective goal, even when this does not directly serve one's own interests.
- **Planning and organising**  
Determining goals and priorities effectively and stipulating the action, timing and resources required to reach these goals.