

HR Officer

Terms of Reference

About EPD

The European Partnership for Democracy (EPD) is a Brussels-based non-profit organisation supporting democracy worldwide. It is a unique platform comprising 19 European civil society and democracy support organisations present in Africa, Asia, Europe, the Middle East and Latin America. More information about EPD is available at www.epd.eu.

We are looking for a Human Resources Officer to strengthen and professionalise our administrative capacity. The position is available immediately for an initial period of one year for a part-time schedule to be determined.

Duties and responsibilities

Accountabilities and Key Relationships

The HR Officer will report to the Head of Finance & Administration (HFA) and will collaborate closely with EPD's management team and with the Executive Director.

Human Resources management

- Developing and maintaining HR policies, procedures and records, advising the HFA and ED on Belgian HR legal and regulatory matters.
- Strategic planning for staffing
- Assist the HFA in monitoring Belgian Labour law developments as they happen and ensuring EPD is compliant with current rules and practices.
- Assist with payroll administration and record of absences.
- Explore staff training needs and develop personal training programmes in cooperation with HFA and ED
- Maintain accurate personnel records; monitor contract durations; promotions, annual evaluations and appraisals.
- Manage staff insurances (travel insurance, group insurance plans, etc.)
- Contribute to recruitment procedures & onboarding new staff members

Governance & Risk Manager

- Maintaining the legal set of staff guidelines in compliance with Belgian law.
- Ensure the role of *Personne de Confiance* within the secretariat
- Liaise with external services that deal with health risks and prevention

Requirements

- Experienced HR professional, preferably with a non-profit / NGO background;
- Proficiency in English and good knowledge of French;
- Experience of people management, recruitment, strategic planning;
- Ability to represent an interface between all staff levels;
- Understanding of Belgian labour law;
- Ability to monitor legislative development and implement necessary developments or changes;
- Willing to assist with HR administrative tasks;
- Good team player and ability to work in a dynamic, diverse and international work environment;
- The position is based in Brussels.

Conditions and benefits

- An initial contract of one year;
- Remuneration in relation to competences and experience;
- Part-time schedule to be defined;
- In compliance with EPD's Structural Teleworking Policy, staff will be granted a monthly teleworking allowance;
- Lunch vouchers of a unit value of EUR 8,00 will be granted for each day worked;
- Public transport cost will be fully reimbursed in Belgium;
- 30 days of annual leave (full time equivalent).

Application procedure

Interested candidates should send their CV and a letter of motivation to edithpierron@epd.eu by **30 November 2023**. Please use the subject line « HR Officer Application ». Interviews will take place during the following week(s). **ONLY WORKERS ENTITLED TO WORK IN BELGIUM ARE INVITED TO APPLY.**