



*The Federation's mission is to improve the lives of vulnerable people by mobilizing the power of humanity.*

## HUMAN RESOURCES MANAGER - LOCALLY RECRUITED POSITION

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Vacancy No: 2012-120-fld

Application Deadline: **7 July 2012**

Date of issue: 15 June 2012

Place of assignment: Budapest, Hungary

Organization Unit/Department/Division: Zone Office, Europe

Accompanied status: Accompanied with Spouse and Children

Duration of assignment: 12 months

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### Background:

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian network, reaching 150 million people each year through its 187 member National Societies. The Organisation acts before, during and after disasters and health emergencies in order to meet the needs and improve the lives of vulnerable people. Our work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.

### Purpose of position:

Strategy 2020 is guiding the actions of the International Federation of Red Cross and Red Crescent Societies (IFRC) throughout this decade. It defines three strategic aims and three enabling actions for the IFRC and its member National Societies in order to achieve a common vision: to inspire, encourage, facilitate and promote at all times all forms of humanitarian activities by National Societies, with a view to preventing and alleviating human suffering, and thereby contributing to the maintenance and promotion of human dignity and peace in the world. Enabling action 3 aims at functioning effectively as the International Federation. The secretariat is organized to carry out its functions with efficiency, impartiality, professionalism and accountability through a geographically decentralized structure that deploys resources and authority closest to where it can best support National Societies. Europe Zone in line with the Secretariat commitments is making efforts to keep up to date effective management structures, that bring the Secretariat closer to National Societies, and modernise key business processes that impact on cost-effectiveness, efficiency, and accountability with priority to: (a) planning and budgeting; (b) human resources development. Human Resource management is a cross cutting function which supports the delivery of the S2020 and the Business Lines and successful implementation can only be realized through the talent, passion and commitment of our staff.

### Job purpose:

The Human Resource Manager is primarily responsible for providing HR support and advice to the Europe Zone in line with the overall global Federation HR Strategy. The HR Manager is accountable for: Establishing and building a cohesive approach to all aspects of human resources in the zone; Supporting managers in selecting top quality and committed professionals in all core areas of programming; Ensuring that all HR projects and tasks are completed, effectively and delivered in a timely and cost efficient manner; Nurturing a working environment which enables effective performance and compliance of set standards of discipline. Perform HR administrative tasks in accordance with the needs of the Zone as well as the needs of HR in Geneva.

## Reporting:

The Human Resources Manager reports to the Director of Zone. His/her Technical Manager is the Head of Human Resources Department in Geneva.

## Description of Key Duties and Responsibilities:

The Human Resources Manager is guided by the HR Strategy and related HR guidelines, policies and procedures in order to effectively perform the following tasks:

### Strengthening HR capacity:

Establish and build a cohesive approach to human resources in the zone; Line manage (as applicable) HR staff of the zone office ensuring optimal utilisation of resources to deliver a high quality service; Build an appropriate human resource structure that supports HRM activities of the zone office; Provide quality and professional advice to line managers on all aspects of HR; Contribute to the development of a high quality team of HR staff in the zone and coordinate and support the strengthening of HR networks within the RC/RC Movement; Support and HR capacity building for national societies in the zone in collaboration with relevant staff; Establish and strengthen inter-agency HR networks - to share policies and practices, keep abreast of HR developments and priorities in other international organisations in order to be able to perform even more effectively within the Federation and National Societies.

### Recruitment, selection and orientation:

Conduct national (as appropriate) and coordinate international recruitment using the Federation systems and procedures; Provide guidelines and tools for managers to meet set diversity targets; In coordination with relevant staff establish an HR system that enables fast deployment of people; Develop other suitable HR tools and solutions for resourcing in close coordination and collaboration with HR Geneva.

### Staff Development:

Develop tailored induction briefings, training materials and personal development options for staff; Advise managers and staff regarding opportunities and responsibilities for staff development.

### Remuneration and Benefits:

Manage and coordinate remuneration and benefits systems for Nationally recruited staff Federation offices following the overall Federation approach with an aim to have effective and attractive systems in place which are tailored to the country context yet harmonised at the zonal level as much as possible; Support managers in reviewing and harmonising staff regulations for local staff as needed.

### Staff welfare and support:

Support senior management in nurturing a working environment which enables effective performance and compliance of set standards of discipline; Support the Director of Zone and managers in ensuring implementation and compliance of the Staff Code of Conduct; Ensure effective consultation and good working relationships with both management and staff bodies; Develop an appropriate system for health and psychological support for staff in the zone based on global parameters.

### Performance Management:

Coach, support and advise managers and staff in performance management including handling misconduct and other forms of grievances.

Staff Administration: Ensure effective implementation of HR procedures, systems and processes. Administer contracts.

## Duties applicable to all staff:

- Actively work towards the achievement of the Secretariat's goals.
- Abide by and work in accordance with the Red Cross Red Crescent principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

## Position Requirements

### Education:

Professional Human Resource Management qualification.

University Degree in HR related discipline such as Social Sciences, Psychology.

Relevant post-graduate degree or MBA preferred.

Relevant professional training courses (Red Cross/ Red Crescent related, humanitarian and development etc) preferred.

### Experience:

Minimum 7 years of progressively responsible experience in human resources management of which at least 5 years at international level in a humanitarian organisation with field offices is preferred.

Experience of motivating and engaging others remotely is required.

Experience of handling all aspects of HR from both a strategic and a practical perspective is required.

Experience of building effective relationships with managers with an ability to coach, advise and support them in human resources is required

Experience of working in a change management environment as an active change agent is preferred.

Experience of coordinating and managing HR projects is required.

Experience in managing international HR files is required.

Work experience with the Red Cross/ Red Crescent Movement is preferred.

Knowledge and experience in HR related legal issues is preferred.

### Knowledge and Skills:

Ability to lead and manage in a diverse cultural context is required.

Knowledge of budget and finance management is preferred.

Analytical and strategic thinking is required.

Facilitation and presentation skills is required.

Knowledge and application of HR information systems especially SAP is preferred.

Highly organised and results focused is required.

### Languages:

Fluently spoken and written English

Good command of another IFRC official language (French, Spanish or Arabic)

### Competencies:

Accountability

Diversity

Integrity

Professionalism

Building Trust

Empowering Others

Teamwork

National Society Relations

Communication

Innovation

Judgement and Decision Making

Managing Performance

Strategic Orientation

Building Alliances

Influencing

Inspiration

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## **WRITTEN EXERCISES AND INTERVIEW**

Applicants may be requested to complete written exercises and/or be interviewed

The Federation is an equal opportunity employer.

Currently accepting applications

In order for us to assure a proper comparative evaluation of your application for this vacancy and to enable us to consider your profile against other similar current and future vacancies, we ask that you submit your application through JobNet.

*humanity, impartiality, neutrality, independence, voluntary service, unity, universality*