



JOIN OUR TEAM

Terms of Reference (TORs)

Job Title:	Human Resources Manager
Employer:	The Centre for Sustainable Peace and Democratic Development (Seed)
Duty station:	B. Khmelnytskoho Str, 17/52, office E05, Kyiv, 01030, Ukraine or Michalakopoulou Str, 14, office 101, Nicosia, 1075
Duration:	April – July 2021 (Subject to extension after 3 months trial period)
Contract Status:	Full-time

General Summary

Human Resources Manager will join Seed's Ukraine team in Kyiv or Cyprus team in Nicosia and will work closely with the Head of Programmes & Field Operations, the Administration & Finance Manager, and the Administration Officers/Assistants, contribute to evidence-based and strategic decision making on resource allocation and institutional growth.

Summary of functions:

1. Develops best practice guidelines, policies and process frameworks which ensure the coherence of institutional financial, HR and operational systems;
 2. Ensures effective and efficient delivery of recruitment, contractual, staffing and related HR administrative services;
 3. Implements duty-of-care practices, learning programmes, career and staff development, and performance management.
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1. Develops best practice guidelines, policies and process frameworks which ensure the coherence of institutional financial, HR and operational systems:
 - Develops Seed's policy on remuneration, salary bands and compensation;
 - Designs recruitment strategies and guidelines that support organizational growth and helps ensure Seed can source a strong talent pool which drives forward institutional goals;
 - Provides accurate, reliable and timely advice to management and staff on staffing policies and practice, contractual issues and conditions of service.
 2. Ensures effective and efficient delivery of recruitment, contractual, staffing and related HR administrative services:
 - Manages transparent, competitive and expeditious recruitment and selection processes including preparation of job classifications vacancy announcements, screening candidates, and convening interview panels;
 - Preparation of interview panel summary reports and documentation for submission to hiring managers and/or the Executive Team;
 - Administers employment and consultancy contracts, and ensures their terms and conditions are consistent with HR policies and procedures;
 - Administers the payroll, paid-leave / holiday procedures and records;
 - Identifies obstacles to efficient allocation and management of human resources (e.g. hardware, software, individual/personal team and institutional level) and proposes solutions (e.g. an HR resource management software);
 - Keeps team, board and associate profiles, folders and organograms up-to-date (e.g. biographies, CVs, bank details, contract terms);

- Reviews and recommends the Executive Team's compensation and contract terms to the Board for approval;
 - As required manages hardware and software assets, licenses, credentials, access levels and personal data;
 - Oversees SeeD's compliance with GDPR regulations.
3. Implements duty-of-care practices, learning programmes, career and staff development, and performance management:
- Manages staff performance review processes and communicates to staff and consultants required policies and procedures, and monitors the implementation of review exercises;
 - Provides technical support to the implementation of career development and performance management, and administers learning opportunities for staff and consultants;
 - Collects and evaluates evidence such as, including but not limited to exit interviews and diversity & inclusivity assessments to improve HR policies and processes;
 - Develops Key Performance Indicators (KPI) and relevant data sources, and prepares annual KPI reports using multiple data sources, including but not limited to staff timesheets, recruitment reports, personal development reviews, diversity & inclusion assessments, exit interviews;
 - Serves as the principal point of contact for staff/consultants concerns regarding SeeD's Code of Conduct and acts as the focal point for the organisation's whistleblowing and complaint mechanism raised internally or through Integrity@seedsofpeace.eu. Manages respective arbitration and reparation procedures if/when they arise;
 - Identifies, develops and implements initiatives aimed at fostering team cohesion which strengthens an internal SeeD culture which is committed to collegial working relationships;
 - Participates in and contributes to the institutional and programmatic discussions at the Global Team Meetings;
 - Demonstrates an institutional commitment to and internalisation of principles that promote respect for diversity, inclusivity and equal opportunities for all employees, consultants and throughout recruitment practices.

Essential Qualifications and Experience:

- Minimum 5 years' experience in human resource management;
- Masters with specialization in HR or equivalent;
- Experience of working on change management and effective resource allocation within a non-profit organizations;
- Demonstrable understanding of equality, diversity and inclusivity principles and effective diversity and inclusion management;
- Knowledge of modern Human Resources Development techniques and an understanding of organisational development initiatives;
- Proven track record in working effectively within multidisciplinary, decentralised and international teams;
- Computer proficiency in standard office and human resource management applications;
- Excellent communication, interpersonal and team building skills.
- Excellent English language skills.

Desired Qualifications and Experience

- Language proficiency in Ukrainian and/or Greek will be considered an advantage.

- Knowledge of Quickbooks will be considered an advantage

Terms of Engagement:

Monthly fees depend on qualifications, expertise, years of experience and duty station. The initial contract will be for a 3 month trial period but subject to extension as this is envisioned as a core institutional position.

How to apply:

Please send the following documents to recruitment@seedsofpeace.eu by 8th March 2021, Monday at 18:00pm (GMT+ 2).

- **Full CV;**
- **Two References, to be sent directly to SeeD by the referee;**
- **A short covering letter of maximum 750 words that highlights how the candidate fits the essential and desirable qualifications;**

** Only shortlisted candidates will be contacted to continue with the next steps of the evaluation process, which will include a short competency test, followed by an interview in March.*

More information on SeeD can be found at: <http://www.seedsofpeace.eu/>

More information on SCORE can be found at: <http://www.scoreforpeace.org/>