



HEKS/EPER Romania Foundation is a Non-Profit Organization active worldwide and present in the city of Cluj since 2016. The mission of the Foundation is to assist marginalized people and vulnerable groups of society in Romania and abroad - Particularly in the areas of development cooperation and emergency assistance. HEKS/EPER Romania is part of HEKS/EPER, Swiss Church Aid, who supports projects designed to combat hunger, poverty, and injustice in over 30 countries on four continents. HEKS/EPER also provides worldwide humanitarian assistance for victims of natural disasters and armed conflicts and supports the Church's diaconal work in Eastern Europe and the Middle East.

As part of the expansion of its Office, HEKS/EPER Romania is actively looking for his/her new:

Admin and Human Resources Officer, HEKS/EPER Romania Office, 100%

Your main responsibilities:

- Ensure sound administrative HR management and individual career development of HEKS/EPER Staffers and new employees including Expats (recruitment, hiring, remuneration, follow-up, evaluations, training, dismissals, etc). Ensure adequate capacity building and identify training programs.
- Represent HEKS/EPER before partners, authorities, and various local actors involved in Human Resource issues.
- Responsible for assuring the GDPR policy within the HEKS/EPER office.

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- Responsible for the PSEAH, Safe-guarding and FCRM (feed-back, complaints, and response mechanism) policies for the office and assuring the knowledge transfer to partners.

HR Policy

- Participate actively in the development and adjustments to HR policy in relation to recruitment, remuneration, disciplinary measures.
- Analyze risks in relation to HR questions, and issue alerts / recommendations accordingly.
- Work closely with the Finance Director to ensure that budgetary constraints are considered.

Administrative Management

- Up-date the salary scale and ensure their application in compliance with duty of care and budget guidelines of the mission.
- Oversee payroll - monitor absences and notably leave-taking.
- Centralize and disseminate information on HR issues and consolidate internal and external reporting activities.
- Ensure the proper functioning of the staff evaluation process for all employees.

Profile:

Professional diploma in Human Resources, Business Management or related University Degree with a professional experience of at least 3 years ideally with an NGO.

Rigor and reliability, outstanding sense of organization and for coordination; excellent interpersonal skills; good management of priorities and pressure to meet often conflicting deadlines. Discretion and ability to handle confidential issues.

Good written/spoken command of Romanian and English (C1) **are mandatory**. Proficiency in Windows and Office tools (Word and Excel in particular).

We offer:

- A national position with a duty station in our office in Cluj, Romania with occasional field visits.
- An opportunity to make a difference in this world.
- An interesting and challenging position with flexible working conditions.
- An interesting salary package and nice work office.
- Fixed-term contract of one year, renewable.
- Preferred start date: ASAP



Working at HEKS / EPER

Are you interested? We are looking forward to your complete application documents in English (CV, Cover letter) **until the 31th of August 2023** at romania@heks-eper.org.

Please ensure that your CV/application includes all previous employments, including the name of the employer, title of the position, the duration of employment.

For further information about HEKS/EPER, please consult our website: www.heks-eper.ro