

Vacancy Announcement
Human Resources Manager

Title:	Human Resources Manager
Contract type:	Employee, full time
Contract duration:	Permanent
Reporting to:	Head of Operations
Start date:	As soon as possible
Location:	Geneva

Application deadline: 6th January 2023

About the NCD Alliance

The NCD Alliance (NCDA) is a registered non-governmental organisation (NGO) based in Geneva, Switzerland, dedicated to supporting a world free from preventable suffering, disability and death caused by noncommunicable diseases (NCDs). Founded in 2009, NCDA brings together a unique network of 380 members in more than 80 countries, including a network of 66 national and regional NCD alliances, into a respected, united and credible global civil society movement. As an alliance, we unite and combine the efforts of our global founding federations, members and partners on issues which together we can achieve more than any individual organisation can alone. The movement is unified by the cross-cutting nature of common risk factors including unhealthy diets, harmful use of alcohol, tobacco use, air pollution and physical inactivity, and systems challenges which contribute to chronic NCDs such as cancer, cardiovascular disease, chronic lung disease, diabetes, mental health conditions and neurological disorders.

Job purpose

We are looking for a Human Resources Manager to join our forward thinking, committed and dynamic team of 25 staff located across different locations (Switzerland, United Kingdom, United States, Spain and Nigeria). The HR Manager will be part of the Operations team which includes 4 staff members, and the Manager will report to the Head of Operations.

The HR Manager will be responsible for managing day-to-day HR operations. By developing, strengthening and implementing our HR strategy and processes, the HR Manager will help NCDA to function effectively and efficiently, ensuring we have appropriate structures, policies and systems in place, an organisational culture that embraces our values, and engaged and motivated employees with the skills and resources to deliver our strategy.

Main duties and responsibilities

The main responsibilities for the role are:

- Develop and implement our HR strategy and related policies and processes.
- Maintain all personnel files, policies and procedures and provide guidance and interpretation to staff.
- Maintain all HR policies, systems and processes, ensuring compliance with laws and regulations in the UK, Switzerland and USA, and alignment with best practice from the NGO sector.
- Manage day-to-day employee relations and HR administration, ensuring staff welfare and wellbeing.
- Provide effective support to the CEO, Senior Management and Managers to grow and retain a team with the rights skills to deliver NCDA's goals and develop HR initiatives for staff training and professional development.

- Develop and manage recruitment processes and practices, as well as induction processes for new staff.
- Maintain the staff regulations handbook, ensuring it reflects good practice from across the sector and geographies we are situated.
- Coordinate NCD Alliance's performance management system, including annual appraisals and salary review processes.
- Act as back-up for payroll processing.

Skills and competencies

- Educated to degree level in Human Resources.
- Minimum of 5 years' experience in HR roles, preferably in the NGO sector and including high performance in the full range of HR management activities (recruitment and selection, performance management, development, talent management, reward, employee relations).
- Experience of delivering an efficient and effective HR service.
- Current and comprehensive knowledge of HR practices and employment law, particularly UK and Switzerland.
- Experience of advising on employee relations issues.
- The ability to think strategically as well as operationally, demonstrating logical, practical, effective decision making.
- Strong communication and interpersonal skills, with the ability to handle sensitive people issues with tact and diplomacy.
- A collaborative worker, with an adaptable nature and resilience.
- A high degree of emotional intelligence and an ability to build respectful relationships across and outside the organisation.
- The ability to influence, motivate and inspire cultural and behaviour change across the organisation.
- Passion for creating a fully inclusive environment where people are valued for their contribution.
- Fluent in English (working language) and French.

Requirement

Swiss or EU national with right to work in Switzerland.

Diversity and inclusion are a priority at the NCD Alliance. We are committed to cultivating a fair and healthy environment, where everyone can be themselves and thrive. We are happy to discuss flexible working options for all roles. We work to ensure that our recruitment processes are as inclusive as possible to everyone.

How to apply

To apply, please send a cover letter and a CV to Marion Ovide at jobs@ncdalliance.org with **Human Resources Manager** in the email subject.

Closing date for applications: 6th January 2023

We regret that we are only able to contact shortlisted candidates.