Human Resources Officer (16 hours/week)

Wildlife Justice Commission:
Law enforcement and legal experts fighting transnational organised wildlife crime.

The Wildlife Justice Commission is an innovative, young, mission-driven organisation leveraging the rule of law and the power of investigation. Our mission is to disrupt and help dismantle organised transnational criminal networks trading in wildlife, timber and fish. We do this by collecting evidence and turning it into accountability.

The Human Resources Officer (HRO) manages and oversees all HR related activities, including administration, selection, recruitment, posting, training and development of recruited staff. Assists or provides expert input and guidance to the Senior Managers, and all actors involved in the process of staffing and budget reviews, recruitment and appointment of staff, and in staff welfare issues. The HRO will report to the Director of Finance and Operations.

Responsibilities

- Maintain the personnel records of 20 staff members and various consultants including taking care of the personnel and salary administration;
- Oversee, organise and guide in the process of recruitment and selection of new staff by ensuring timely advertisement and the filling of vacancies. Ensure the recruitment, assignment and reassignment of staff is performed in accordance and compliance with all government rules and procedures;
- Provides expertise and guidance to all staff: from Executive Director to interns well as all other colleagues and consultants who may need HR advice;
- Brief newly arrived staff on related administrative formalities and ensure all arrangements are expedited in relation to their accreditations;
- Supervise administration of the absenteeism insurances and health and safety service;
- Maintain confidential records using discretion.

Requirements

- At least five years’ experience in a similar position in a fast-paced environment in a reputable international company;
- Knowledge of Dutch labour laws and the labour health and safety law (ARBO);
- Proven track record in meeting deadlines efficiently, resolving problems independently, using initiative to improve processes;
- Able to work under pressure and successfully deal with demands while demonstrating a high degree of sensitivity, confidentiality;
- Ability to liaise with a wide range of people with tact and diplomacy, and build strong working relationships;
- Proactive attitude and eye for detail;
- Bachelor’s or Master’s degree in Human Resources Management and Administration, Labour Law or equivalent from a recognised University;
- Proficiency in Dutch and English;
- Good working knowledge of MS Office, SharePoint and preferably Salesforce.
We offer

- A part-time contract for 16 hours per week for a period of 12 months, with possible extension, at our office in The Hague;
- An international environment and working in English;
- Competitive employments conditions;
- A chance to make a difference.

Job application

Looking to make a difference by activating justice for wildlife on an international Level? Please e-mail your CV and Motivation Letter to careers@wildlifejustice.org before 2 October 2020. For questions about this position, please contact Saskia Cornelissen, careers@wildlifejustice.org. Please indicate Director of Development in the email subject line.

The WJC workforce consists of many diverse nationalities, cultures, languages and opinions. The WJC seeks to sustain and strengthen this diversity and to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

A certificate of good conduct must be submitted during the recruitment process.

Deadline to submit applications: 2 October 2020

Please note that only short-listed candidates will be contacted.