



**Wildlife Justice
Commission**

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 to stop the extinction of our wildlife. Our mission is to disrupt and dismantle the transnational, criminal networks trading in wildlife, timber and fish by collecting evidence and turning it into accountability.

The Wildlife Justice Commission has been very successful in its start-up years and is growing quickly. To be able to support this worldwide growth we have a position available for an experienced, enthusiastic and all-round:

Human Resources Officer

32-40 hours per week

Role description

The Human Resources Officer coordinates, supports and takes care of all HR-related activities. S/he assists, advises and provides expertise to the managers and other employees.

Position in the organisation

Reports to: Director of Finance and Services and is part of the Finance and Services team.

Activities and responsibilities

- Ensuring proper functioning of personnel administration: drafting letters and contracts (employment contracts, consultancy contracts, internship contracts and volunteer contracts), taking care of all necessary correspondence, filling in documents and storing them in the personnel files;
- Taking care of the salary administration, including monitoring and processing employee changes, and preparing payments of salaries and internship and volunteer allowances;
- Accepting and processing sick and recovery reports in consultation with the employee involved, manager, health and safety service and absenteeism insurance provider;
- Maintaining the qualification and salary scheme and drafting new job descriptions;
- Organising and supporting the recruitment and selection of new personnel in accordance with applicable rules and procedures;
- Providing information and maintaining contact with external organisations, such as the Health and Safety Service, pension insurance, and the authorities for Social Benefits, Tax and Immigration;
- Providing HR expertise, guidance, and advice to all employees, from the Executive Director to interns and all other colleagues and consultants;
- Managing and controlling a time registration system;
- Processing and analysing HR data for various reports;
- Supporting the Director of Finance and Services with additional duties as needed.





Knowledge and experience

- Bachelor's or Master's degree in Human Resource Management or other relevant field;
- Minimum 3 to 5 years of work experience in a similar position;
- Knowledge of relevant Dutch social and tax regulations, such as the Dutch Labour Act, the Working Conditions Act and the Poortwachter Act;
- Knowledge of Dutch immigration laws, possibilities, and restrictions for EU and non-EU employees;
- Expertise in HR software for payroll and time registration systems such as AFAS, BCS or ADP;
- An excellent command of English, the working language of the Wildlife Justice Commission.

Skills and work style

- Performs duties with discretion and accuracy;
- Attention to detail;
- Easily approachable for colleagues, with a service-oriented approach;
- Excellent communication skills, ability to create a supportive atmosphere;
- Motivated worker with process-based and planned approach.

Working days and workplace

- The position of HR Officer is located at the Wildlife Justice Commission's headquarters in The Hague;
- In view of the need to be accessible for staff, we require that the HR Officer works at least 80% at the office.

We offer

- A contract for 32- 40 hours per week for a period of 12 months, with possible extension;
- An international environment that works in English;
- Competitive employment conditions;
- A chance to make a difference.

Looking to make a difference for wildlife?

Please email your CV and motivation letter [in English by email only](mailto:careers@wildlifejustice.org) to careers@wildlifejustice.org. Resumes without motivation letters will not be considered. Should you have any questions about this position, please email us at this address. Please indicate HR Officer in the email subject line.

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

To support its objectives, the Wildlife Justice Commission employs staff from many nationalities, cultures, languages and opinions. This international and diverse character is one of the core values of the organisation and therefore also of its human resource policy.

Deadline to submit applications: 1 November 2021

