



## Human Resources Director

### CONTEXT

WeForest is an international non-profit association, headquartered in Belgium which develops high quality reforestation projects in the tropics to combat global warming and extreme poverty.

WeForest is doubling its impact every year and in onboarding new colleagues at a very high speed both in Belgium and in the countries where we operate (Zambia, Ethiopia...)

We are urgently looking for an enthusiastic HR Director who will contribute to this growth and reinforce our culture.

**LINE MANAGER:** CEO, part of the management team

**LOCATION:** Brussels

### ROLE

- The Human Resources Director guides and manages the HR services, policies, and programs for the entire organisation and widely contributes to making the organisation live the WeForest values every day.

### MAIN AREAS RESPONSIBILITIES

- recruiting and staffing;
- performance management based on OKR principles
- organization development;
- employee orientation, development, and training including coaching toward our culture and values;
- employee safety, welfare, wellness, and health;
- compensation and benefits administration;
- employment and compliance to regulatory concerns;
- improvement of HR processes and tools;
- policy development and documentation;

Works in close collaboration with the CEO and management team.

### CANDIDATE PROFILE

- Enthusiastic about bringing Bachelor or Master's degree in HR Management
- 5 years of experience in a similar role in Belgium
- Excellent communication and people skills
- Experienced in successfully managing external consultants for HR support
- Knowledge of Belgium labour law
- Fluent in English, French and/or Dutch
- And... Since WeForest is still a small organisation, very hands-on!

### TERMS & CONDITIONS

Position Full time employee

Start date: As soon as possible

Package: Competitive package for a small NGO, with salary based on experience, hospitalisation insurance, meal vouchers, and pension plan.

### INTERESTED?

Please send applications to [recruitment@weforest.org](mailto:recruitment@weforest.org) with your CV, a motivation letter, and 2 recent references . We will start screening first candidates as they come in.

Make sure to mention the job title in the subject of the email, and to indicate where you saw the job post.

Due to the anticipated high number of applicants, only shortlisted candidates will be contacted. We thank you in advance for your interest.