



HR Officer

CONTEXT

WeForest is fast growing international non-profit association with headquarters in Belgium and projects in Brazil, Ethiopia, Malawi, India, Tanzania, and Zambia. Our aim is to demonstrate, through the restoration of entire regions, that well-planned reforestation can be the solution to today's biggest challenge: climate change. We promote Forest and Landscape Restoration best practices and have created a movement, engaging international brands and their millions of customers to act. We are urgently looking for an HR Officer to assist the HQ HR Director with general human resources administration and recruitment.

MAIN RESPONSIBILITIES

General HR Administration:

- Creating, managing and keeping personnel and consultants' files up to date.
- Managing affiliations to insurance policies, occupational medicine, etc.
- Managing the administrative tasks related to contract suspensions and exits
- Ordering luncheon vouchers and following up on
- Follow-up on all HR related invoices
- Drafting contractual amendments and any other conventions

Assisting with the selection and recruitment of candidates:

- Preparing and posting job adverts.
- Managing the Recruitment Inbox
- Closing job advertisements and following up with candidates
- Drafting the employment contracts, agreements,
- Preparing the on boarding of new colleagues with the Executive Assistant

REQUIRED SKILLS & QUALIFICATIONS

The ideal candidate has:

- A Bachelor in HR or another relevant university degree
- A first experience in HR including payroll preparation and general encoding
- Basic knowledge of Belgian social legislation.
- Fluent French and English (both spoken and written). Dutch a plus.
- Structure and rigour: is well organised, with a problem solving mindset
- Proactivity and a good capacity for working autonomously.
- Excellent interpersonal skills
- Discretion: the ability to handle confidential information in a highly professional way

TERMS & CONDITIONS

Position: part-time employee contract, based in in Brussels, Belgium

Start date: Mid-February 2020

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

INTERESTED?

Please send applications to recruitment@weforest.org with your CV, a motivation letter, including 2 recent references by 03/02/2020. Please mention the job title in the subject of the email and indicate where you saw the job post. *Due to the anticipated high number of applicants, only shortlisted candidates will be contacted.*