



HR Manager

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.

Our activities are fast-growing, and **we are looking for an enthusiastic HR manager** to help us attract, develop, and retain our talents.

ROLE & MAIN RESPONSIBILITIES

Reporting to the Chief & Administration Officer, the HR manager develops the relevant HR strategies and policies to support the growth of the organisation, by ensuring that we can attract the right profiles, develop our people, and have an enabling HR framework for an efficient organisation and motivated employees. Key responsibilities include:

- Develop and implement HR strategies and initiatives aligned with the overall organisation strategy
- Develop and monitor overall HR policies and procedures across the organisation
- Support current and future needs through the development, engagement, and motivation of our staff
- Manage the recruitment and selection process
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Provide decision support through HR metrics
- Ensure legal and ethical compliance throughout human resource management

CANDIDATE PROFILE

- Master's degree in HR Management. Extra qualifications in coaching or ethics management is a plus.
- 5 years of experience with similar responsibilities
- Excellent communication and people skills. Exceptional listening skills
- Understanding of general human resources policies and procedures. Knowledge of Belgium labour law, and/or international expatriate packages is a plus.
- NGO experience preferable. Field experience an asset
- Fluent in English, French and/or Dutch
- And... Since WeForest is still a small organisation, very hands-on!

TERMS & CONDITIONS

Position	Full-time employee, part-time applications (50% or 60%) will also be considered Based in Brussels, Belgium
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 with your CV, a motivation letter, and 2 recent references by April 23rd 2019.

Make sure to mention the job title in the subject of the email, and to indicate where you saw the job post. And in your motivation letter, we'd love to read about what makes you happy to go to work!

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