

## **The Secretariat of ProtectDefenders.eu - The EU Human Rights Defenders mechanism is looking for a**

### **Human resources & Admin Officer**

#### **PURPOSE OF THE POSITION**

Based at the Secretariat's office in Brussels and reporting to the Head of Finance, the HR& Admin officer supports the dynamic and energetic team of the Secretariat by ensuring a smooth operational and administrative working environment. The responsibilities of this role stretch across the following domains: HR administration, office management, asset management and office security. As part of the Finance team the incumbent might be asked to support the Finance team as back-up and as requested. A non-exhaustive list of responsibilities are outlined below.

#### **MAIN TASKS AND RESPONSIBILITIES**

- HR Administration
  - First point of contact for employees for all HR related matters
  - Provide advice and support to management on all HR related matters and report HR related data
  - Payroll administration in coordination with the external payroll company
  - Preparing HR documents such as employment certificates, contracts of employment, etc.
  - Coordinating staff on-boarding and off-boarding activities
  - Coordinate and ensure liaison with insurances companies
  - Coordinate working permits requests
  - Ensure proper filing and safe-keeping of HR administrative documentation
- Office Management and Security
  - Ensure office supplies and office maintenance
  - Office utilities and office rental management and follow up
  - Ensure proper filing and safe-keeping of administrative documentation
  - Implement office safety and security standards and protocol
  - First point of contact with the IT support company, office building managers and cleaning services as needed

- Procurement and Asset Management
  - Maintain assets inventory and service providers' registry
  - Communicate with vendors for procurement according to internal and EU rules and regulations
  - Validating procurement processes and being part of the evaluation process
  - Support logistics of travel and meetings as necessary
  - Ensure proper filing and safe-keeping of administrative procurement documentation

## **QUALIFICATIONS REQUIRED**

- Bachelor degree, preferably in HR related field
- 1-3 years experience in HR/Admin/Office management position, preferably in the Belgian context
- Excellent knowledge of Belgian HR legislation
- Working knowledge of Word and Excel
- Experience with SD Worx system is an asset
- Strong communication skills in English and either French or Dutch

## **PERSONAL SKILLS**

- Ability to handle confidential and sensitive information.
- Outstanding interpersonal and communication skills.
- Ability to adapt to multidisciplinary work in the environment of a multicultural team.
- Ability to work with people who are in stressful and difficult situations.
- Good organisational skills, detail – oriented. Ability to plan and prioritize work in an efficient manner.

## **STARTING DATE & CONDITIONS**

- Preferable starting date: 1 February 2023
- Duration and conditions: 12-month renewable contract (32 hours per week) – gross monthly salary based on experience and seniority
- Excellent benefits such as meal vouchers, eco vouchers, insurance and pension plan, transport allowance
- 26 vacation days pro-rata and 5 additional vacation days
- European Supplementary Holidays
- The candidate needs to be based in Belgium and have a valid work permit.

## **HOW TO APPLY?**

Please send your CV and cover letter (please include information about your availability) before 25 January 2023 by email at [recruit@protectdefenders.eu](mailto:recruit@protectdefenders.eu) with the subject: 'HR&Admin officer - Your surname'.

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

Interviews will be held online and in-person.

Early applications are encouraged, as the position might be filled before the deadline!