

HR Assistant (20-40%)

Basel Institute on Governance

The Basel Institute on Governance is an independent not-for-profit competence center working worldwide with the public and private sectors to counter corruption and other financial crimes and to improve the quality of governance. Registered as a Swiss foundation with headquarters in Basel and two field offices in Lima (Peru) and Lilongwe (Malawi), we engage an international team of experts, including field staff based in partner countries in Africa and Eastern Europe. We are an Associated Institute of the University of Basel.

Profile

We are looking for a motivated, internationally minded **HR Assistant** to join our administration team, managed by the Head of Operations, to handle a variety of personnel and related administrative duties. The HR Assistant shall act as the liaison between the Head of Operations and all employees to ensure smooth communication and prompt resolution of staff requirements, queries and concerns. S/he will support the Basel Institute's daily HR operations and assist in coordinating HR policies and processes.

Responsibilities

- Compile and update employee records (hard and soft copies)
- Careful documentation and filing of all personnel related files and reports
- Assist with payroll preparation (payroll processing outsourced to external HR accountant)
- Assist with staff recruitment (placement of job ads, administering/sorting applications, communicating with applicants/candidates, organising interview schedules and follow ups, preparing standard employment contracts)
- Coordinate and conduct initial orientation of newly hired staff, including introduction to the Institute's daily working tools for staff (shared drive, project management tool, intranet)
- Handle employee requests, queries and complaints regarding HR issues, rules and regulations
- Communicate with external parties relating to insurances, work permit, taxes, etc.
- Other administrative HR related tasks, as required, including checking staff mission expense/reimbursement statements; data extraction/compilation from the project management tool (e.g. staff timesheets)
- Any other relevant tasks as may be directed by Head of Operations

Requirements

- Bachelor (or equivalent) degree in Human Resources or related field
- 5-10 years hands-on and proven experience as an HR/staff assistant or relevant human resources/administrative position
- Fluency in English and German (written and spoken); other languages (in particular Spanish and French) are an asset.
- Strong communication, coordination and organisational skills
- Solid command of MS Office (word, excel, PPP)

- Knowledge of Swiss labour law
- An open-minded, flexible and people-/service-oriented self-initiator with clear sense of responsibility for his/her role and duties, and who can work well both independently and as a team player
- A keen interest to work for a good cause as part of a multi-cultural and dynamic team within a not-for-profit operational setting

For further information, please contact:

Ms Andrea Poelling, Head of Operations: andrea.poelling@baselgovernance.org

Please send your written application, including a cover letter and a complete CV as well as contact details of three professional references, by email by **13 March 2017** to:

Mr Matthias Wilde, Administration & Project Support: matthias.wilde@baselgovernance.org