



HEKS/EPER, the relief and development organization of the Swiss Protestant Churches, supports development cooperation projects in over 30 countries worldwide to fight hunger, poverty and social injustice, provides emergency humanitarian aid for the victims of natural disasters and armed conflicts and supports the diaconal work of the Reformed churches in Eastern Europe and the Middle East. The Human Resources department provides internal services for around 350 permanent employees, including approximately 40 employees in the International Division and 10 expatriates abroad.

You love rolling up your sleeves and driving forward HR matters on an operational as well as conceptual level. With your strong people and problem-solving skills and project/case management capabilities you provide HR services to the International Division and shape their future HR policies, processes, and instruments. To complement our HR team, we are looking immediately or upon agreement for an experienced and initiative

HR Business Partner for the International Division, 80%

Your responsibilities:

- Advise line managers and employees in all HR-related matters, including labour law aspects
- Support line managers in recruitment, onboarding, employee relations, development and offboarding as well as conflict resolution and coaching
- Lead the development of policies, processes, and instruments for managing expatriates, such as the revision of the expat regulations, the elaboration of function scales, further development of insurance coverage and others
- Act as Security-Focal-Point of the HR department
- Support employees and line managers in the case management of long-term absences

Your profile:

- At least 5 years of professional experience in a comparable position with knowledge in international HR and Swiss Labor Law
- Working experience in NGOs, preferably both at HQ and in the field
- A track record of providing timely operational and conceptual HR support and advice
- Strong communication skills and ability to work with different stakeholders
- Structured, organized and process-oriented working method
- Fully proficient in English, fluent in German, French language skills are desirable. Spanish is an asset
- Valid work permit for Switzerland

We offer:

- An interesting and challenging position in a dynamic context allowing to shape the HR Business Partner role for the International Division
- A motivated team in an international NGO
- Duty station: Zurich

Are you interested? We are looking forward to receiving your complete application **until 18 October 2020**. Only online applications will be considered. HEKS/EPER reserves the right to select a candidate prior to the deadline.

First round interviews will be held on October 22, 26 and 27, 2020.

Given the composition of the HR team, applications from men are thus explicitly welcome.

Yolanda Hug, HR Business Partner, is at your disposal for further information: +41 44 360 89 97.

For further information about HEKS/EPER, please consult our website <https://en.heks.ch/>.

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