

Position: Regional HR Manager

Help Regional Office for Southeast and East Europe

Job Description:

The Regional HR Manager is the HR manager of the regional office. An additional key function of the Regional HR Manager is to facilitate the improvement of HR management practises in the Help offices in the region. These are our offices in Albania, Bosnia and Herzegovina, Kosovo, Moldova, Montenegro, Serbia, and Ukraine. To this end, national staff manuals must be developed in a process guided by the Regional HR Manager. Help policies apply to all offices, but our policies must also be compliant with the local regulatory framework. HR Management practices need to standardise with streamlined and common job descriptions and contracting formats. Training needs and training programmes must be matched. A format for annual staff development talks must be developed. The Regional HR Manager will lead the regional thematic group for HR Management with participation from all country offices. Hence the Regional HR Manager will work closely with Country Offices to support HR management capacity throughout the Region in alignment with the Help objectives.

Roles and Key Responsibilities:

- Oversee staff planning and recruitment practices for the Region
- Provide professional HR advice and coaching to Senior Management and partners on daily HR issues, especially regarding recruitment
- Analyze and ensure the provision of focused and precise career development programs to Help staff
- Provide support to the implementation of Help programs and projects
- Assist with all analytics ensuring that Senior Management has the right data for decision making
- Manage HR processes and activities to ensure they meet the latest donor and local legal requirements and standards and reflect best practices
- Support record keeping through personnel files, donor, and local law regulations ensuring data integrity
- Actively participate in Help policy reviews and HR manual
- Other duties as assigned

Basic Qualifications and Requirements:

- University degree in social sciences
- At least 3 years of working experience in the HR area in an international working environment
- Fluency in English and at least one language spoken in our country offices.
- Advanced computer literacy.
- Very good communication and social skills
- Ability to work without direct ongoing supervision
- Willingness to travel regularly to Help offices in the region.

We look forward to receiving your application (max. attachment files 5 MB) via email: seerecruitment@help-ev.de by 22 June 2023.