



HR & Admin Officer

Terre des hommes is looking for a proactive, energetic, and organised HR & Admin Officer, to join its team in Bucharest, Romania, to support in the implementation of its projects.

If you are looking for a meaningful job that will make a lasting impact on the lives of children, we want to meet you.

Start date	as soon as possible
Contract	one-year full-time Employment Contract, project based.
Benefits	private health and accident insurance
Location	Bucharest

The recruitment is ongoing. The vacancy remains open until the position is filled.

WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss organisation for children's aid. Since 1960, Tdh has helped build a better future for children and youth, especially those most exposed to risks, making an impact with innovative and sustainable solutions. Active in more than 40 countries, Tdh works with its own teams and/or local and international partners to develop and implement field projects which significantly improve the daily lives of over four million children and members of their communities every year, with a focus on mother and child health, migration, and access to justice for children.



In Romania, Terre des hommes has been active since 1992. For the past few years, the delegation has been working on three main intervention areas: Strengthening child protection and juvenile justice systems, Protection of children affected by migration/trafficking, and Social inclusion of minorities.

We are establishing mobile teams to provide emergency help to refugees from Ukraine, both at the border crossings and other locations where refugees are relocated/accommodated. For this large project, we are recruiting a HR & Admin Officer to support the operations in Romania.

ROLE DESCRIPTION

Under the supervision of HR Manager, the HR & Admin Officer is responsible for the implementation, guidance and execution of the HR and administrative practices and objectives and supports a high-performance team culture that emphasizes employee engagement, performance management and development of the staff. The HR & Admin Officer is responsible for the maintenance of processes and metrics that support the achievement of the project's goals, which includes ensuring compliance with the national labor law as well as Tdh's and donors' logistics and human resources policies, procedures, and regulations.

MAIN RESPONSIBILITIES

- Supports the HR manager in the correct management of the HR processes for the national collaborators: job descriptions, recruitment.
- Ensures the correct management of HR administrative processes (tracking of personal folders, work contracts, social insurances, travel management);
- Manages the human resources databases, salary slips and payments.
- Establishes and supervises a proper filing system for all HR and administrative documents and oversees the necessary security measures
- Gather payroll data like bank accounts and working days
- Publish and remove job ads
- Schedule job interviews and contact candidates as needed
- Offers support in developing training and onboarding material
- Ensures the application of the child protection policy, especially during the different recruiting stages, as well as the training of any new collaborator with reference to it;

YOUR PROFILE

- University degree from an accredited educational institution in a relevant field (Human Resources Management, Social Sciences, Social Work and Social Administration, Economics, Public Administration)
- Good practical knowledge of national labour law;
- Minimum 2 years of experience in similar role, preferably with an international non-governmental organization;
- Excellent organizational skills and ability to prioritize;
- Excellent record keeping and documentation skills;
- Receptive, inquisitive, capacity to question and propose new ideas and pragmatic solutions;
- Ability to interact with all levels of staff;
- Strong interpersonal and team skills; ability to build relationships and trust;
- Experience in coaching and team building is an added value;
- Capacity to take initiative and be decisive, work under pressure, respect deadlines;
- Strong work ethic and the ability to work well independently and as part of a team;
- Strong oral and written English

TO APPLY:

Qualified applicants are encouraged to submit their application (CV and motivation in English) to vacancy@tdh.ro Please mention in the title of the email the position “HR Admin Officer”.

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.
