

HR Generalist (50-60%)

Job title:	HR Generalist
Place of work	Basel, Switzerland
Employment rate:	50–60%
Start date:	1 July 2022
Contract type:	Open-ended

About the Basel Institute on Governance

The Basel Institute on Governance is an international and independent not-for-profit organisation working worldwide with the public and private sectors to counter corruption and other financial crimes and to improve the quality of governance. As a Swiss foundation with headquarters in Basel, the Basel Institute maintains field operations in Africa, Eastern Europe and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

Profile

We are looking for a motivated, internationally-minded HR Generalist to join our HR team to handle a variety of personnel and related administrative duties. The HR Generalist supports the Basel Institute's daily HR operations and assists in coordinating HR policies and processes. The HR Generalist reports to and works closely with the Senior HR Specialist. The HR unit is managed by the Head of Operations.

Responsibilities

- Coordinate and assist with (international) staff recruitment for headquarter and field positions, the latter in partner countries of the Basel Institute around the world, including all administrative aspects from job posting, application responding, sorting and filing, interview coordination, follow-up with applicants, etc.
- Support employee life cycle management and administration, from onboarding to offboarding, including preparation of employment contracts and other related administrative tasks in response to employee's life cycle events.
- Act as focal point for all staff (headquarter and field) to respond and assist in resolving their needs, queries and concerns.
- Coordinate the Institute's payroll by collating and submitting all relevant information (payroll processing is outsourced to external HR accountant)
- Communicate with external service providers and authorities relating to insurances, work permit, taxes, etc.
- Maintain, input, double-check and update personnel-related and relevant baseline data

Requirements

- Federal diploma as HR Specialist (Personalfachfrau/-mann) or higher education in Human Resources
- 5-10 years hands-on and proven experience as HR Specialist or HR Assistant
- Knowledge of Swiss labour law and Swiss social security system
- Fluency in, or at a minimum a strong command of English and German (written and spoken); other languages (in particular Spanish and French) are an advantage. The main working language at the Institute is English.
- Strong communication, coordination and organizational skills, with attention to detail
- Solid command of MS Office (word, excel, PPP)
- An open-minded, flexible and people-/service-oriented self-initiator with clear and committed sense of responsibility for his/her role and duties, and who works well independently and as 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
- Experience with safeguarding matters (e.g., as focal point) in HR function is an advantage but not a requirement; please indicate and describe in your cover letter if you have had such responsibility or exposure in past positions.
- Must be authorised to work in Switzerland in order to apply for this position

Application

Please send your written application (CV, letter of motivation, work samples, reference letters and contact details of three professional references; all documents merged in a single PDF file), at your earliest convenience, but no later than **23 May 2022** by email to: application@baselgovernance.org

For further information about this position, please contact Ms Teresa Paonessa, Senior HR Specialist, Basel Institute on Governance (teresa.paonessa@baselgovernance.org).

Equal opportunity employer

The Basel Institute on Governance is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.