

## Senior HR Specialist (team lead) (60-80%)

Job title:	Senior HR Specialist (team lead)
Place of work	Basel, Switzerland (must be authorised to work in Switzerland)
Employment rate:	60-80%
Start date:	1 November 2022 (or as soon as possible)
Contract type:	Open-ended
Other:	Must be authorized to work in Switzerland in order to apply

### 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 Senior HR Specialist to lead our HR function. This includes to oversee, quality control and directly execute a variety of personnel and related administrative and managerial duties. In addition, s/he leads on and is responsible for special HR cases and projects. The Senior HR Specialist works closely with and manages the HR Specialist and reports to the Head of Operations.

### Responsibilities

- Design, implement, coordinate and monitor HR strategies, systems, policies and procedures across the organization aligned with the Institute's overall business strategy and compliant with relevant labor laws and regulations
- Bridge management and employee relations by addressing demands, grievances or other sensitive and complex staff issues and situations, and thereby regularly providing advice or decision support to management
- Manage the hiring and recruitment process, including assistance with drafting and advertising job profiles/ads as well as coordinating and supporting interview and assessment processes
- Organize the full employee life cycle from onboarding to offboarding
- Coordinate and oversee monthly payroll processing in cooperation with the Institute's external HR accountant (RDW) including follow-on administration
- Act as system administrator of the online administration tool to administer staff's leave requests, personal data and to centrally store and access monthly salary slips
- Assist with the performance management and review process
- Ensure legal compliance throughout human resource management with support from the Institute's external legal adviser

- Coordinate with relevant official authorities and administrative bodies for work permit matters, social security, etc.
- Maintain employee records (soft and hard copy)
- Set objectives and priorities for the HR team and tracking progress
- Act as focal point of contact for safeguarding related matters
- Monitor HR metrics (e.g., turnover rates and cost-per-hire)

## Requirements

- Federal diploma as HR Specialist (Personalfachfrau/-mann) or higher education in Human Resources
- 7-10 years hands-on and proven experience in a relevant HR function
- Knowledge of Swiss labour law and Swiss social security system
- Strong communication, inter-personal and organizational skills, with attention to detail
- An open-minded, strategic-thinking, flexible and people-/service-oriented self-initiator with clear and committed sense of responsibility and priority for his/her role and duties, and who works well independently and as team player
- 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.
- Solid command of MS Office (word, excel, PPP)
- 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; please indicate and describe in your cover letter if you have had such responsibility or exposure in past positions.

## 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 **4 September 2022** by email to:

[application@baselgovernance.org](mailto:application@baselgovernance.org)

Note that applications will be reviewed and considered on a rolling basis; early application is thus encouraged.

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