

HR Specialist (50%)

Job title:	HR Specialist
Place of work	Basel, Switzerland
Employment rate:	50%
Start date:	As soon as possible
Contract type:	Open-ended
Other:	Must be authorised 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 expanding our HR team and are looking for a motivated, internationally minded HR Specialist to handle a variety of routine personnel and related administrative duties in line with the Institute's HR policies and processes. The HR Specialist reports to the Senior HR Specialist (team lead) and will work closely with the other HR team member, as well as other back-office staff and project management team staff as necessary. The Head of Operations has overall oversight and management responsibility for HR.

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, responding to applications, 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 employees' life cycle events.
- Coordinate and conduct initial orientation of newly hired staff, including introduction to the Institute's daily working tools for staff.
- Assist in the coordination of the Institute's payroll by collating and submitting all relevant information (payroll processing is outsourced to an external HR accountant).

- Communicate with external service providers and authorities relating to insurances, work permits, taxes, etc.
- Maintain, input, double-check and update personnel-related and relevant baseline data.

Requirements

- Swiss certificate as a HR assistant or higher education in Human Resources.
- At least 5 years of hands-on and proven experience in HR administration, at a minimum at the level of HR assistant.
- Knowledge of Swiss labour law and the Swiss social security system.
- Solid command of Microsoft 365 (Word, Excel, Powerpoint)
- 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 organisational skills, with independent ability to see and set priorities and pay attention to detail.
- An open-minded, flexible and people-/service-oriented team player with a clear and committed sense and pride for his/her responsibilities and duties in this function.
- A keen interest to work for a good cause as part of a multicultural and dynamic team within a not-for-profit operational setting.
- Must be authorised to work in Switzerland in order to apply.

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 **24 March 2023** by email to: application@baselgovernance.org

For further information about this position, please contact Ms Teresa Paonessa, Senior HR Specialist (team lead): (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. We have been positively evaluated by the Swiss Federal Administration in relation to gender pay equality.