

HR Specialist (50-60%)

Job title:	HR Specialist
Place of work	Basel, Switzerland
Employment rate:	50-60%
Start date:	April 2019
Contract type:	temporary maternity leave replacement (max. 8 months)

Basel Institute on Governance

The Basel Institute on Governance is an independent not-for-profit competence center working worldwide with the public and private sectors to counter corruption and other financial crimes and to improve the quality of governance. Registered as a Swiss foundation with headquarters in Basel and two field offices in Lima (Peru) and Lilongwe (Malawi), we engage an international team of experts, including field staff based in partner countries in Africa and Eastern Europe. We are an Associated Institute of the University of Basel.

Profile

We are looking for a motivated, internationally minded HR Specialist to join our administration team, managed by the Head of Operations, to handle a variety of personnel and related administrative duties. The HR Specialist shall act as the liaison between the Head of Operations and all employees to ensure smooth communication and prompt resolution of staff requirements, queries and concerns. This is a temporary maternity leave replacement (max. 8 months).

Responsibilities

- Coordinate the Institute's payroll by collating and submitting all relevant information (payroll processing is outsourced to external HR accountant)
- Coordinate and assist with staff recruitment (placement of job ads, administering/sorting applications, communicating with applicants/candidates, organising interview schedules and follow ups, preparing employment contracts)
- Coordinate and assist with the induction of new staff, including introduction to the Institute's daily working tools for staff (shared drive, project management tool, intranet)
- Handle employee HR related requests, queries and complaints
- Communicate with external parties relating to insurances, work permit, taxes, etc.
- Compile and update employee records (hard and soft copies)
- Careful documentation and filing of all personnel related files and reports

Requirements

- Bachelor (or equivalent) degree in Human Resources and/or degree as HR Specialist with federal diploma (eidg. HR-Fachfrau/HR-Fachmann)
- 5 years hands-on and proven experience as HR Specialist/HR assistant or relevant human resources/ administrative position
- Fluency in English and German (written and spoken); other languages are an asset
- Strong communication, coordination and organisational skills

- Solid command of MS Office (word, excel, PPP)
- Knowledge of Swiss labour law and Swiss Code of Obligations
- An open-minded, flexible and people-/service-oriented self-initiator with clear sense of responsibility for his/her role and duties, and who can work well both independently and as a team player

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please send your written application (CV, letter of motivation, reference letters and contact details of three professional references; all documents merged in one PDF file), at your earliest convenience, but no later than **10 February 2019** by email to: application@baselgovernance.org

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