

Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

For our People & Culture team based in Bern & Zürich we are looking for a passionate and dynamic individual to join our organisation as per September or upon agreement.

## RECRUITING MANAGER (F/M/D) 80-100%

In this role, you will manage recruitment and sourcing of international experts in our 35 project countries and in Switzerland, while also driving and innovating key projects in employer branding, onboarding, and overall employee experience. Additionally, you will have the opportunity to work in other HR fields, such as HR management, making this an enriching role. If you understand recruitment holistically, excel at creating meaningful connections, and want to contribute to Helvetas' vision with highly qualified and committed employees, you would be a perfect match for our team.

Our team comprises diverse experts, including those with international field experience, various HR specialties, and generalists. This diversity fosters engaging discussions and contributes to optimal solutions. We are curious to find out what additional experience and competencies you could bring to our team.

### YOUR MAIN TASKS

- **Recruitment & Sourcing:** Lead the full recruitment cycle and strategic personnel planning.
  - Lead the entire recruitment process, from analyzing requirements and creating job advertisements to conducting interviews, finalizing contracts, and supporting new colleagues through their probationary period.
  - Advise line managers on current and future personnel requirements and on filling positions abroad (expatriates in management and expert positions) and in Switzerland.
  - Develop and implement effective sourcing strategies to identify potential candidates.
  - Advise on salary matters related to new hires and internal rotations and prepare the corresponding salary calculations.
- **Employer Branding:** Enhance Helvetas' employer brand through innovative marketing and engagement strategies and collaborate with the marketing team to create compelling content that showcases our culture and values.
- **Employee Experience:** Drive initiatives to improve the candidate and employee experience throughout the recruitment process.
- **Onboarding:** Contribute to designing and managing comprehensive onboarding programs to create a seamless onboarding journey and ensure new hires are well-integrated and set up for success.
- **HR Consulting:**
  - Collaborate on projects and enhance organizational services through the implementation of initiatives/projects that support our strategic People & Culture goals, for example with HR-related internal training courses or the further development of services and work tools.
  - Provide HR consulting services on various HR matters and foster a positive work environment conducive to employee growth and productivity.

## YOUR QUALIFICATIONS

- Preferably you have a Bachelor's degree in business administration, psychology or another relevant field, or have completed a commercial apprenticeship with further training in HR.
- You have at least five years of recruitment experience and are interested and motivated to work in other HR areas.
- You are interested in international development cooperation and have ideally already gained experience in an international cooperation project abroad.
- You are enthusiastic about future developments in the relevant labour market, as well as in the area of active sourcing and employer branding.
- You are fluent in German and English and have a very good knowledge of French. Ideally, you have used these languages as working languages over a longer period of time.
- You are proactive, flexible and curious and are characterised by a customer-oriented and communicative personality.
- You have a good feel for people, intercultural skills, empathy and a sense of humour.
- You are passionate about recruitment, have methodological expertise and apply best practice methods.

## OUR OFFER

We offer you an interesting challenge in a motivated team with attractive working conditions. You can expect a modern workplace in a multicultural setting in the centre of Bern or Zurich with attractive working conditions.

We look forward to receiving your complete application including motivation letter, work certificates and diplomas by June 30, 2024 via our [online recruiting portal](#). For further information please contact Manuela Häfeli, Director People & Culture, Tel. +41 44 368 65 99, or visit our website [www.helvetas.org](http://www.helvetas.org).