

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 January 2025 or upon agreement.

RECRUITING MANAGER (F/M/D) 80%

In this role, you will oversee the recruitment and sourcing of staff for the Marketing and Communication, Advisory, and Financial and Digitalization Departments in Switzerland. You will also lead and innovate key projects related to employer branding, onboarding, and enhancing the overall employee experience. Additionally, you will have the chance to engage in various HR fields, including HR management, while enjoying flexible working hours, home office options, and opportunities to grow your career in recruiting and HR.

If you have a holistic understanding of recruitment, excel at fostering meaningful connections, and are eager to contribute to Helvetas' vision by attracting highly qualified and dedicated employees, you will be an ideal fit for our team. Our diverse team includes experts with international field experience, various HR specialties, and generalists, providing a space for creative ideas and collaboration. We look forward to learning how your unique experience and competencies can enhance our team.

YOUR MAIN TASKS

- **Recruitment & Sourcing:** Lead the full recruitment cycle.
 - 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 international and national 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 ideally have a very good knowledge of French. Ideally, you have used these languages as working languages over a longer period.
- 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.

We look forward to receiving your complete application including CV, motivation letter, work certificates and diplomas via our [online recruiting portal](#). For further information please contact Sandra Leite, Recruiting Manager, Tel. +41 44 368 65 67, or visit our website www.helvetas.org.