

CARE Deutschland e.V. is currently recruiting a

HR Manager

Duty Station: L'viv (Ukraine), possibly Krakow or other locations

Starting Date: As soon as possible

Duration of Contract: 1 Year

Reporting Lines/Line Management: ACD Programme Support

Job Summary:

The HR Manager is responsible for ensuring all the necessary human resources, support systems, procedures and policies are in place for the rapid and effective mobilization and management of Country Office personnel. Support the Line Managers / Supervisors on HR issues and performance management. Support the capacity development of CARE staff, ensure timely staff recruitment, adequate on-boarding and orientation and wellbeing of staff. S/he will work in close collaboration with line managers to ensure HR policies and procedures are adequately followed and all staff are held accountable to CARE's Code of Conduct and disciplines.

Main Duties and Responsibilities:

1. Developing Human Resources systems:

- Develop, review and update human resource and administrative policies and procedures (compliant with CARE systems) and ensure they are effective, efficient, fair and transparent, and promote equal opportunities. Ensure policies are compliant with the Core Humanitarian Standards and any other relevant international legal instruments.
- Develop, review and/or update human resource policies and procedures for recruitment and management of national staff (terms & conditions of employment, grades, steps & positions, salary structure, benefits, disciplinary procedures, termination etc.). Ensure compliance with local labour laws and coordination with local counterpart, UN and NGO agencies.
- Conduct visits to field/partners offices to review human resources and administrative procedures and assist/ support line managers in their needs or ascertain human resource requirements. Appropriately support all emergency personnel as required.
- Ensure a complete orientation package is in place and that all staff are well oriented on timely manner.

2. Recruitment and staffing:

- Working with the line managers, assess staffing needs as required. Identify and recruit new and replacement staff including scheduling of contract extensions, new contracts, and necessary terminations.
- Help prepare job descriptions, terms of reference and submission of personnel requisitions in coordination with the ACD Programme Support and Line Managers/Supervisors.

- Prepare regular recruitment tracking reports.
- Ensure pertinent organograms, contact lists, and information flow lines are constantly updated and widely shared.
- Ensure reference checks are properly conducted prior to hiring new staff

3. Staff development, well-being, women's leadership:

- Assess training and development needs of staff and provide appropriate induction and orientation, training, supervision and support to Line Managers / supervisors as required. Ensure all staff, international and national, always have adequate Induction and access to HR/Administrative policies and procedures.
- Support Line Managers / Supervisors to monitor and uphold staff conduct and discipline and ensure regular performance evaluations of all staff. Ensure that exit interviews/ debriefs are prepared at the end of service.
- Support the Country Office to progress advance women's leadership and progress towards 50% female staff.
- Liaise with lead member to ensure services in support of well-being such as counselling are made available.
- Ensure all staff members understand and abide by the CARE Prevention of Sexual Exploitation and Abuse (PSEA) / Child Protection (CP) Policy. All staff must sign the relevant Code of Conduct. All staff must adhere to CARE's zero tolerance policy for sexual exploitation and abuse of children.
- Together with Line Managers / Supervisors, responsible for creating a culture of reporting any suspicions of sexual exploitation and abuse.
- Build Capacity of CARE SS HR team to manage and lead PSEA policy and investigations through training and coaching.
- Develop and implement PSEA/Child Protection reporting mechanisms in the Country Office emergency plans, reinforcing CARE's zero tolerance approach to PSEA and Child exploitation and abuse.

4. Administrative and financial management:

- Establish and maintain proper personnel files and ensure all emergency data forms are filled and safely filled.
- Lead and maintain coordination of performance and talent management.
- Manage leave tracking records for all emergency staff leave ensuring accuracy and completeness.
- In collaboration with finance team, ensure operational plans and budgets include a plan for human resources and reflect CARE responsibilities for staff management, induction, training, support, security and well-being.
- Track International Emergency staff salary and related costs and ensure all duly charged /captured
- Ensure complete and timely payroll capture of all emergency staff.

5. Staff Safety and Security:

- Work closely with and provide support to the Safety and Security Manager to ensure all personnel have received briefing on country or regional security threats, medical and emergency evacuation procedures.
- Ensure staff know how to identify health risks in the region, how to protect against illness, injury and stress, and how to obtain support or medical treatment.

Key Interactions:

Internal: HR Manager Care Germany, Country Representative, ACD Programme Support, other CARE staff members.

External: Relevant host government departments/ministries: visa, immigration and those administrating national legislation and local labor laws; and lawyers, International Embassies.

Qualifications:**Required:**

- Qualifications and / or proven experience in human resources operations and proven HR experience in management.
- 5 years' experience in human resource management at manager level, preferably within a Ukrainian NGO/INGO
- Demonstrated skills in team management, support and capacity building.
- Excellent communications skills verbally and written.
- A sound understanding of employment laws and human resources best practices, policies and systems in the Ukraine
- A good knowledge and application of contract employment.
- Experience and skills in recruitment processes and induction.
- Proven experience in operational HR in Emergencies.
- Strong interpersonal skills.
- Fluency in written and spoken English
- Knowledge of Polish and/or Ukrainian languages

Desired:

- Knowledge of CARE policies and procedures, Good Enough, Sphere and the Red Cross/ NGO Code of Conduct.

Key Competencies:

- Interpersonal Skills.
- Communication Skills.
- Integrity.
- Resilience/Adaptability and flexibility.
- Awareness and sensitivity of self and others.
- Planning and organization skills.
- Proactive.
- Analytical and problem-solving skills.

About CARE:

CARE International (CARE) is a non-religious, non-political international development and humanitarian organization, dedicated to fighting global poverty. CARE works in around 100 countries globally, engaging diverse partnerships to support communities to overcome poverty through development projects and delivers humanitarian assistance. CARE programmes address



social injustice whilst placing women and girls at the core of programming in order to create sustainable positive change in poor communities. CARE is an equal opportunity employer irrespective of nationality, religion, ethnicity, caste, or gender.

Accountability within CARE:

A commitment to CARE's values and integrity framework is critical to working with CARE. Any candidate offered a job with CARE will be expected to adhere to the following key areas of accountability:

- Comply with CARE's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a CARE staff or partner.

Safeguarding:

Children and vulnerable adults who come into contact with CARE as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury, and any other harm. One of the ways that CARE shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Gender equality:

CARE is committed to meeting the standards of the CARE International Gender Policy (2019). Through this policy, CARE seeks to promote the equal realization of dignity and human rights for girls, women, boys and men in all diversities, and the elimination of poverty and injustice. Specifically, this policy seeks to improve the explicit incorporation of gender in programmatic and organizational practices.

How to Apply:

Please send your complete application package (CV, motivation letter, references) only in English to Ms. Jo Fox at application@care.de, no later than **10 August 2022**. Applications will be reviewed on a rolling basis. Women candidates are strongly encouraged to apply. Please note that only shortlisted candidates will be contacted. References will only be contacted after the interview.