

## Job Description Form

**Position title:** HR Manager

**Organization:** Aflatoun International

**Location:** Worldwide (Remote position)

**Job type:** Full-time – Long-term consulting assignment

**Salary:** The compensation will be based on the years of experience

**Deadline:** 01/05/2024

### **The Organization:**

Aflatoun International is a non-profit organization, which offers social, financial & entrepreneurship education to children and young people worldwide, empowering them to make a positive change for a more equitable world. Aflatoun creates high-quality curricula for different age groups, which are contextualized to local needs and circumstances, and are implemented by over 300 partner organizations in 101 countries. Aflatoun programmes inspire children to discover their talents and put them to use, to stand up for their rights and those of their communities through active learning and problem solving. They learn how to save, how to budget, and how to set up social and financial enterprises that benefit themselves, their families and their communities. Aflatoun has been recognized globally (Brookings, Harvard, HundrEd, Million Lives Club) for its high-impact, low-cost model, which has been shown to be effective in changing behaviors of participants across the globe. By using a social franchise model, Aflatoun transfers curricular content, monitoring and evaluation tools, and training capacity to partner organisations, helping them enhance their existing expertise and create an efficient learning ecosystem. Aflatoun's programmes follow an active-learning, participant-centered methodology, which combines social and financial education (SFE) through engaging participants, educators, government institutions and civil society organisations.

At Aflatoun, we take pride in our vibrant and diverse team, comprising individuals from 34 different nationalities. Our headquarters in Amsterdam serves as a hub for international experts and program managers who work collaboratively to drive our mission forward. They work closely with a dynamic and expanding network of long-term international consultants spread across the world, enriching our team with their diverse perspectives and expertise. We are currently looking for a dedicated and enthusiastic HR manager to join us in our mission.

### **Key Areas of Responsibility:**

1. **HR Strategy and Planning:** Contributing to the update of HR strategies aligned with organizational goals and objectives, forecasting HR needs, and recommending initiatives to support business growth and sustainability.
2. **HR Policies and Compliance:** Adapting and enforcing HR policies and procedures in compliance with labour laws and regulations, ensuring fairness and consistency across the organization.
3. **Recruitment and Onboarding:** Lead the recruitment process, including job postings, candidate screening, and onboarding of new employees and long-term consultants.
4. **Employee Relations:** Act as a point of contact for employee relations issues, ensuring fair and consistent resolution.
5. **Performance Management:** Implement performance management systems and provide support for employee development and career growth.
6. **Training and Development:** Identify training needs and develop training programs to enhance employee skills and competencies.
7. **Compensation and Benefits:** Managing compensation and benefits programs, conducting salary benchmarking, and ensuring competitive and equitable compensation practices.
8. **Change Management:** Supporting organizational change initiatives by effectively communicating changes, mitigating resistance, and facilitating smooth transitions for employees.

#### **Key Deliverables:**

- Develop and implement HR policies and procedures.
- Successfully recruit and onboard qualified candidates.
- Maintain positive employee relations and address any concerns promptly.
- Implement effective performance management processes.
- Facilitate training and development initiatives.

#### **Non-Technical Responsibilities:**

- Contribute positively to team discussions and organizational effectiveness.
- Collaborate across departments and comply with organizational policies.
- Promote Aflatoun's work on social media.
- Assist with the delivery of organizational events and retreats.

#### **Required Skills & Qualifications:**

- At least 10 years of work experience in HR management.
- At least 4-5 years of experience in HR at the international level.
- Strong people, project, and budget management skills.
- Analytical thinking and problem-solving abilities.
- Academic degree in a related subject.
- Fluent written and spoken English (additional languages advantageous).
- Ability to multitask and work under pressure.

- Experience working in an international environment.
- Proficiency in Microsoft Office applications.

### **Employment details**

The position is for a Consultancy (because it will be based outside of the Netherlands)/ full time. We offer a dynamic and pleasant multicultural working environment. The compensation will be based on relevant work experience and educational background. Due to the nature of Aflatoun's work with children around the world, specific attention is drawn towards Aflatoun's Child Protection Policy and its Policy on the Protection of Sexual Exploitation and Abuse (PSEA). These two policies are required to be signed by new employees and forms part of the employment documents related to the employment contract. The applicant commits to zero tolerance towards sexual exploitation and abuse. Screening for integrity is part of the recruitment process. Aflatoun considers it important to ensure the reliability, professionalism and the Integrity of its organization and its employees. By applying for this position, the candidate accepts to be screened by Aflatoun which involves conducting a background check with 2 referees from the professional environment of the candidate, submitting a self-declaration of good conduct along with the CV and cover letter, and submitting a declaration of good conduct issued by the Judicial Documentation system in their home country in case they reach the final stage of the hiring process. The screening will cover up to 10 years. Only the data relevant for the screening of the position will be collected. In case the candidate is not selected for the position, the data will be destroyed 4 weeks after the closing of the position. For technical positions, an additional written test may be required. Management may appoint at a lower step based on the candidate's skills and experiences against the position's requirements Reaction Please apply online at <https://aflatoun.bamboohr.com/careers/216> no later than 01/05/2024. If you have any specific, questions on the position please contact the Deputy CEO Lama Yazbeck at [lama@aflatoun.org](mailto:lama@aflatoun.org).