

## **Job description Human Resources Officer (HRO)**

### **Purpose of the job**

The HRO takes care of the execution and development of HR policies related to recruitment and the effective use of personnel within Nes Ammim.

He/she ensures that Nes Ammim recruits the right balance of volunteers/employees in terms of skills and experience and that training and development opportunities are available to volunteers/employees in order to achieve Nes Ammim's objectives.

### **Position in the organization**

The HRO is responsible to the General Manager Nes Ammim. He/she will meet every 2 weeks with the Application-Team (GM-NA, CLD-M, relevant branch-head) in order to discuss applications to recruit new personnel and is a member of the Work Coordination Team (WCT).

The HRO is a member of the (weekly) Operational Team and provides advice regarding applications for key positions and personnel/social issues.

The HRO chairs the International Human Resources Committee (HRO, one Dutch and one German board member), which is responsible for recruitment in general and application procedures of key-positions.

### **Responsibilities & tasks**

- Identify annual main goals and ensure realization;
- Identify vacancies and take care of the recruitment and selection of new volunteers and employees in close cooperation with the NA organizations in Germany and the Netherlands;
- Provide volunteers with information about policies, jobs, working conditions;
- Maintain/establish the organizational culture and work climate in which people have the competency, motivation, involvement and commitment to serve the aim of Nes Ammim.
- Plan, direct and coordinate personnel through regular contact with (middle) management;
- Monitor volunteers/employees and work conditions in branches and provide advise;
- Organize intake, reviews and exit talks with volunteers;
- Administration: personnel reports & overviews, personal files etc.;
- Develop and improve HR activities.

### **Contacts**

#### ***Internal:***

- General Manager Nes Ammim and Operational Team;
- Work Coordinator;
- Assistant to Hospitality Manager;
- Volunteers, employees.

#### ***External:***

- International Boards;
- Recruitment agencies;
- Prospective volunteers.

### **Knowledge**

- Organizational structures, organizational cultures;
- High level of English, verbally and written.

### **Competences and qualifications**

- Pro-active;
- Organizing and coordinating;
- Motivating and inspiring people;
- Cooperative;
- Analysing and advising;
- Accurate;
- Flexible.

### **Communicative skills**

- Listener;
- Sensitive;
- Able to deal with a diversity of people;
- Able to give clear messages;
- Visible in organization;
- Inspiring personality.

### **Experience**

- Management;
- Recruiting and selection;
- Working with volunteers (= benefit);
- Administration.

### **Other requirements**

- Christian background;
- Support the ideology of Nes Ammim;
- Willingness to live in a small village community.

### **Period of stay**

The Human Resources Officer will stay for a minimum of two years.