



Human Resources Director, IsraAID

Contract type: Full-time employment

Location: Tel Aviv, Israel

Starting date: Immediate

Duration: 1 year (with a possibility to extend)

Job Description

The Director of Human Resources role develops and manages the Human Resources department and oversees the entire life cycle of an employee while at the organization. This includes recruitment, deployment, orientation and capacity building, wellbeing, IsraAID professional community building, resolving employee related issues and more, all while **reporting directly to the CEO.**

This is an exciting opportunity to play a crucial role in the day to day running of one of the leading humanitarian aid organizations in Israel, dedicated to supporting populations in crisis around the world.

General Responsibilities

1. Department Development
2. Salary and Benefits
3. Welfare
4. Recruitment & Deployment
5. Employee relations
6. Community development
7. Learning

Specific Responsibilities

Department Development

1. Develop HR strategies to ensure all human resources operations are carried out smoothly and effectively.
2. Build, implement and evaluate ongoing HR policies, programs, functions, and activities.
3. Develop and monitor the HR annual budget that includes Human Resources services, employee welfare, company events, and administration.
4. Supervise the work of HR personnel and provide guidance.



Salary and Benefits

1. Plan, direct and supervise all activities related to payroll and employee benefits in a manner that ensures cost effectiveness and internal equity among employees.
2. Administer benefits programs, including serving as a primary contract with providers regarding workers compensation, unemployment and retirement plans.

Welfare

1. Effectively manage the welfare budget
2. Organize and oversee organization events, seminars, fun days and evenings out.

Recruitment; HR Planning and Staffing

3. Oversee and support the IsraAID HR databases (“Rosters”) of practitioners
4. Liaise with department and field managers to develop relevant job descriptions that meet HR policy
5. Build and develop a supporting network of organizations, institutions, and other relevant stakeholders as advertisement platforms for potential volunteers/staff
6. Facilitate and coordinate the implementation of the recruitment process; prepare specific job descriptions and relevant assignments, interview potential employees/volunteers, and refer to other interviewers when relevant

Deployment

1. Prepare administrative kits for volunteers which include: contracts, travel orders, code of conduct, travel insurance, and additional related documents according to need and country
2. Document all movements of volunteers/employees in the IsraAID system for purposes of salaries, contracts, replacements and more

Employee Relations

1. Assist and advise staff on personal and work-related issues including providing guidance and direction to management teams and employees on human resources related topics
1. Assist country directors/head of missions with HR related matters
2. Develop tools for personnel evaluation, team building, reflection, etc.
3. Review evaluation forms and conduct debriefing with volunteers upon their return from missions

Community Development

1. Supervise the organization of professional gatherings of IsraAID’s specialists and community to discuss updates, provide enrichment, mutual learning, and networking
2. Supervise the development of an annual IsraAID get together for all ‘community’ members involved in the organization’s activities



Learning

1. Conduct organization-wide training needs assessment and identify skills or knowledge gaps with-in the organization.
2. Mapping out training plans, designing and developing training programs (outsourced or in-house).
3. Design and apply assessment tools to measure training effectiveness.

Required Skills

- English- Fluent (preferably mother tongue)
- Excellent interpersonal and High verbal communication skills
- 5 years experience in Human resource
- Proven management experience - 3 years
- Knowledge of employment legislation and regulation
- Experience in developing training programs
- Legal status to work in Israel
- Computer skills
- Experience working with NGOs – advantage
- Knowledge and hands on experience in fields of human rights, development, humanitarian aid, psychology- great advantage

**Immediate recruitment for full time position at IsraAID office in TA*

***Only relevant applicants will be contacted*

****Please send your CV to: hr@israaid.org*