

Job title: Part-time Human Resources Manager for ETC Group

www.etcgroup.org

Job type : Contract, part-time permanent (21 hours per week) Monday to Friday, flexible

Location : Remote with availability to work from ETC's headquarter's office in Montreal

ETC Group is looking to hire a Human Resources manager to oversee the Human Resources aspect of our small international organization. We are looking for someone who can reflect our commitment to diversity and inclusion by infusing a culture of transparency and fairness within a group that is evolving towards a collective-management structure.

Main duties will include :

- Developing creative strategies for recruiting the best possible candidates from diverse backgrounds and maintaining a candidate database
- Overseeing and coordinating employee hiring processes in partnership with project managers, and drawing up contracts
- Developing on-boarding procedures for new employees and providing orientation and training on organizational policies and processes
- Serving as a resource for all staff, providing information and resolving day-to-day HR issues in consultation with management committee
- Creating, updating and implementing HR related policies
- Ensuring health and well-being of staff
- Managing issues with staff in a fair, compassionate and effective manner
- Handling grievances and implementing disciplinary procedures
- Ensuring the accuracy of sick days, vacation days and national holidays in the work calendar
- Assisting with health claims management and completion of forms and paperwork
- Managing medical, dental and other benefits of employees
- Conducting and documenting annual employee performance evaluations and communicating with staff regarding their performance
- Supporting the overall organizational vision, plans, budgets, and strategies
- Attending and participating in meetings taking place in different time zones when necessary
- Promoting equality and diversity in the workplace

Values and Attributes

Strong communication and writing skills in English and French

Integrity, strong understanding of confidentiality and discretion

Positive "can-do" attitude, with initiative, creativity and good sense of humour

Knowledge of north/south and cross-cultural differences and overlaps

Disposition to work with colleagues who may need help in diverse timezones

Knowledge, Skills and Experience

Minimum five years experience working as a Human Resources manager, preferably within a NGO/NPO environment

Experience in conflict transformation is a plus

Bachelor's degree preferred but a DEC in a related field with strong workplace experience will be considered

Experience working in organisations with collective/horizontally-managed structure

Salary commensurate with experience.

