

Mission :

Secours Islamique France (SIF) is a Non-Governmental Organization of international solidarity based in France. Founded in 1991, SIF is a non-profit and non-political organization that intends to help, to bring relief and to protect the lives of those threatened by natural disasters, armed conflicts or by economic collapse. SIF provides its help in respect of the cultural diversity, without any distinction of origin, religion or gender.

Secours Islamique France is looking for a HR coordinator for it's mission in Islamabad, Pakistan.

Opened in 2008, the mission is located in Islamabad and has implemented programs in Peshawar and Tharparkar. The main thematic for the programs are the following one: food security, livelihood, child Protection.

Under supervision of the Head of Mission, the HR coordinator is responsible for performing all HR tasks related to the staff under local employment contract as part of the SIF Pakistan team. This position carries out responsibilities in the following functional areas : Recruitment and contracting of new staff , Benefits administration, Payroll, Employee relations, development of training plans and organisation of Staff Trainings, management and follow up of the performance evaluation process, HR Policy implementation and needed updating, affirmative action with Compliance to the National Labour law.

He/she is responsible to ensure overall HR operations and functions with regular reporting to the HoM, as well as the relevant departments at HQ.

Your main responsibilities are the Following (evolving and non exhaustive list):

- Assist HOM and department Heads in Strategic Human Resources Planning;
- Coordinating with HQ teams and ensuring implementation of HR policies as HQ guidelines;
- Organize and follow up recruitments procedures including : preparation of the job description in coordination with the department manager, advertising and short-listing, interviews and tests, selection, job offers, reference checks;
- Ensure inclusion and employee engagement for the Pakistan mission including participation in the gender initiatives at the mission;
- Team Building event planning;
- Provide specific advice and guidance to employees on a variety of HR issues;
- Identify motivational needs and advice HOM and Department heads;
- Coordinate and support to all Coordinators and managers regarding staff relations and grievance and disciplinary actions;
- Performance Management;
- Manage Budget and follow exit procedures;
- Training and Development;
- Reporting.

Profil :

- University degree in HR management or any related subject.
- Minimum 3 years of experience in this position.
- Good report writing and communication skill.
- Having strong skill of planning, organizing, prioritizations of task, and anticipation.
- Having computer, internet and the MS office skills.
- Excellent interpersonal, organizational, communication and time management skills.
- Effective under pressure, results oriented and proactive with the ability to multi-task.
- Ability to work as a team member.
- Fluent in English.
- Knowledge of Urdu will be an asset.

Conditions :

- 6 months, full time, renewable;
- Contract start date: ASAP;
- Remuneration according to profile;
- Per diem, guesthouse;
- Health insurance - 60% covered by SIF;
- Repatriation/liability insurance - 100% covered by SIF;
- Break allowance during the 3 and 9 month breaks;
- Airfare to and from the mission location to home - paid by SIF at 6 and 12 months.

SIF commits to:

Since its foundation in 1991, Secours Islamique France has considered diversity to be an asset. We therefore consider all applications as long as they have the required skills for the position to be filled.

Our NGO is particularly concerned about the ethical and deontological dimensions in all its activities. We therefore reserve the right to systematically check criminal records during the recruitment process, in accordance with the law in force.

In line with this policy, SIF has zero tolerance for any type of fraud, corruption, harassment, abuse or violence of any kind, and, more generally, any breach of legislation, regulations or the code of conduct established internally.

SIF is a humanitarian NGO, so the "Do not harm" principle is central: we ensure that the respect and safety of the children we support in our projects is a primary consideration for all our staff and partners.

Our charter is a real commitment: we mobilise all our staff in the promotion, dissemination and respect of the principles laid down.

Do you recognise yourself in this profile and do you agree with our commitments?

Come and join our chain of solidarity by applying for this job offer.