



May 2021

JOB DESCRIPTION

Women Political Leaders (WPL) is the global network of female politicians. Its mission is to increase the number and influence of women political leaders to achieve men-women parity. WPL is an independent, post-partisan, not-for-profit foundation based in Iceland, the world champion of gender equality. The Brussels secretariat is very international and regularly works on projects with women Parliamentarians and Leaders around the world.

Human Resources Manager

WPL is looking for a Human Resources Manager to oversee all aspects of human resources practices and processes at WPL to enable all staff to thrive in a fast paced, dynamic organisation. Reporting to the Managing Director, the successful candidate will be responsible for managing activities such as job design, recruitment, employee relations, performance management, training & development and talent management.

Key responsibilities

Reporting to and under the guidance of the Director of Communications & Programme, the Social Media Manager will administer social media activities and visibility for WPL and its related activities. The successful candidate will lead and oversee all HR activities in the organisation, working closely with the Senior Management to support the organisation's strategic objectives.

For the purposes of clarification, the job entails community activities for the communities of WPL, the Reykjavík Global Forum, and the #Girl2Leader initiatives. More information can be found at <https://www.womenpoliticalleaders.org/>, <https://reykjavikforum.global>, and <https://girl2leader.org>.

Responsibilities

Working in line with the organisation's direction, standards and to the best of their ability, the jobholder tasks include but are not limited to:

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Bridging management and employee relations by addressing demands, grievances or other issues
- Managing the recruitment and selection process
- Outlining a successful growth path for the staff working in the organisation
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organisation
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

Qualifications / Skills

- Proven working experience as HR Manager or other HR Executive
- People oriented and results driven
- Demonstrable experience with Human Resources metrics
- Knowledge of HR systems and databases
- Ability to define strategy along with leadership skills
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of international labor law and HR best practices
- Degree in Human Resources or related field

Successful candidates are not WPL employees, they will have an independent status.

Candidates should send an email entitled *Human Resources Manager Application* to recruitment@wpleaders.org with a CV and letter of motivation (each no more than one page of A4), including the earliest availability to start.

Only shortlisted candidates will be contacted.

Personal data processing

The personal information entered on the application forms is recorded in a computerised file. WPL will only process or use your data to the extent necessary for our recruitment.

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