



World Council of Churches

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Human Resources Department

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Geneva, 18 October 2017

The **World Council of Churches (WCC)** is an ecumenical fellowship of churches founded in 1948, which brings together 350 Christian denominations from all over the world and promotes Christian unity in faith, witness and service for a just and peaceful world.

The WCC is looking for a **dedicated, dynamic and talented** HR assistant at 60% for the **HR Department**. If you wish to be involved in a stimulating and diverse work environment, working for the largest and most diverse church agency in the world, you are most welcome to apply.

JOB TITLE:	HR Assistant
DUTY STATION:	Geneva – Grand Saconnex
STARTING DATE:	January 2018, 1st
WORKING ACTIVITIES (%):	60%
REPORTS TO:	Human Resources Manager
TASK:	To provide a high level of administrative support.

Specific responsibilities:

1. Ensure proper and full management of the recruitment process (advertise vacancy notices, contact with selected candidates, organise interviews, reimbursement of travel expenses).
2. Responsible for general administrative tasks as entry and exit formalities for staff members arriving and leaving Switzerland.
3. Prepare insurance declarations (accident, sickness ...) and do follow up.
4. Maintain and develop HR procedures and HR intranet page.
5. Support team members in maintaining the time management system (Mobatime): daily follow-up, monthly reports, assistance to colleagues and contact with provider's technician and helpline support, ...

6. Collaborate with team members with regard to permit formalities (request and follow-up of work permits, contact with local authorities). Prepare and develop documentation (contracts, amendments, reports, communications...).
7. Prepare Attestations
8. Archiving of personal files.

Qualifications and special requirements:

Experience :

At least one year in a similar position.

Good administrative skills.

Ability to keep accurate paper and electronic records.

Ability to prioritize and handle competing deadlines.

Have a flexible approach in working in a busy office.

Awareness of dealing with confidential and sensitive issues.

Education :

A diploma in commercial studies ("Ecole de Commerce") or equivalent.

HR diploma a must ("certificat d'assistant(e) RH").

Competencies :

Ability to keep human resources records accurately.

Thorough understanding of human resources administration.

Ability to manage computerized human resource management applications (XPert HRM, Mobatime is an asset).

Sensitivity to the multicultural and multi-confessional settings of a Christian faith based organization.

Language skills :

English and French: Written and spoken. Other working languages an asset.

Computer skills:

Ability to work with Microsoft Office applications such as Outlook, Excel and Word; in addition, experience with database report-writing tools.

Full applications (curriculum vitae, motivation letter, copy of diplomas, and work certificates) are to be returned to the Human Resources Departement,
recruitment@wcc-coe.org