



The International Charitable Foundation "Alliance for Public Health" announces external recruitment to fill the following position:

Head of HR

The International Charitable Foundation "Alliance for Public Health" (Alliance) is a leading non-governmental professional organization which makes a significant impact on the epidemics of HIV/AIDS, tuberculosis, viral hepatitis, and other dangerous diseases in Ukraine in collaboration with key state partners and civil society organizations through providing financial and technical support to relevant programs covering over 300,000 members of the most vulnerable populations in Ukraine, which is the highest coverage in Europe.

PURPOSE: To act as a Head of HR in leading lead Human Resources development and implementation of services, policies and programs through Human Resources to provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing professional development of personnel.

REQUIREMENTS:

- 5+ years of experience in an HR function bringing a broad range of HR knowledge and up to date HR best practice.
- Ability to make improvements to systems and processes, creating a more streamlined way of working.
- Ability to influence managers, establish and maintain collaborative partnerships and provide thought leadership.
- Knowledge of HR processes and experience in search and selection, appraisal/performance management and training systems development and implementation of HR policies.
- Excellent verbal and written communication skills in Ukrainian, Russian and English. At ease with public speaking and presentations. Ability to deliver messages in a positive way.
- A proactive, organized, productive approach is essential along with strong emotional intelligence.
- High level of computer literacy. At ease with MS Office. Experience with 1C is a plus.

We offer: work in a dynamic organization with encouraging working environment, attractive remuneration and benefits package, opportunities for professional and career development and growth.

For additional information on the organization as well as its programmatic activities and the positions announced, please visit our web site: <http://www.aph.org.ua/>

How to apply: Please send your CV and a covering letter in English and Ukrainian/Russian to vacancy@aph.org.ua. Subject line should contain "ref: **Head of HR**".

Deadline for applications: 6 pm, July 10th, 2019.

Only successful candidates will be contacted for an interview.

The International Charitable Foundation "Alliance for Public Health" is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the vulnerable groups devoted to Public and Personal Health issues.

JOB DESCRIPTION

Title: Head of HR

Department: Organizational Development

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Additional qualifications:

- Ability to operate both strategically and operationally.
- Ability to make improvements to systems and processes, creating a more streamlined way of working.
- Ability to influence managers, establish and maintain collaborative partnerships and provide thought leadership.
- Possess a strong bias for action and a keen sense of urgency.
- Ability to analyze organizational behavior as well as human behavioral characteristics and motivations.
- Self-confident and professionally tactful to be able to stand your ground and convictions in the face of opposing opinions.
- Interested in continuous learning.
- Display leadership qualities and behaviours.
- Strong analytical abilities and skills for rationalizing business concepts.
- Exposure to function of HR Team/Department and have good communication skill.
- Excellent verbal and written communication skills in Ukrainian, Russian and English. At ease with public speaking and presentations. Ability to deliver messages in a positive way.
- Possess strong project management and change management capabilities in a multicultural environment.
- A proactive, organized, productive approach is essential along with strong emotional intelligence.
- High level of computer literacy. At ease with MS Office.

DUTIES:

1. Lead the HR team in delivering a high performance, business focused HR service as well as represent team internally and externally.
2. Shape, design and implement HR strategy across the organization as well as leading on all HR projects.
3. Provide operational support on a range of people-related issues, ensuring group compliance and adhering to best practice of HR.
4. Carry out recruitment process and /or supervise the work of recruiters: prepare requests for recruitment, participate in the interviews, coordinate wrap-up sessions and prepare assessment tables, recruitment summary reports and job offers.
5. Coordinate technical aspect of recruitment process, set up recruitment files in hard and soft copies, monitor recruitment inbox, forward applicants' documents to the managers involved, prepare interview packs, arrange interviews and testing procedures, carry out recruitment filing and archiving.
6. Coordinate and control of obtaining of work-permits for non-Ukrainian staff: providers selection, arrange of agreement signing, payments control and preparation, prepare of full pack of documents according to the provider's requests during obtaining of work-permit process.
7. Work with managers in relation to coaching on appraisal/ performance management, training and development processes. Deliver workshops to managers if required.
8. Take a key role in organizational changes in terms of workforce planning.
9. Work with auditors and donors in an efficient and productive manner.
10. Supervise and coordinate new staff induction plans.
11. Lead on organizing internal/external trainings and need assessment.

12. Prepare and process documents: PE administration, Payment Orders, Terms of References when required.
13. Ensure compliance with all employment law requirements and in particular those relating to pay, data protection, working time, equal opportunities.
14. Build and maintain effective relationships with managers throughout the organization and provide ongoing support and coaching in HR policy and practice.
15. Design and implement an appropriate reward strategy in line with business needs and legal requirements.
16. Plan, manage and report on HR budget which includes recruitment, training and staffing cost budget.
17. Take overall responsibility in maintaining grievance and disciplinary mechanisms within the Alliance.
18. Continuously improve professional and personal skills relevant to the job through self-training and development.
19. Undertake other duties as required.

AUTHORITIES

Functional Authorities:

HR policies and procedures in terms of recruitment, induction, C&B, T&D, performance, employee relationship.

HAS A SAY IN

Budget preparation

Evaluation and development of HR strategy and performance

Definition of selection criteria for bidding processes for HR services

Supervision of staff: 1

REPORTS TO: Executive Director