



CALL FOR APPLICATIONS

HUMAN RESOURCES EXPERT

European Women's Lobby Secretariat Brussels

Preferred start date: As soon as possible

Deadline for applications: 11th October 2024 23:59 CET

DO YOU WANT TO WORK FOR A FEMINIST EUROPE?

You are in the right place! [The European Women's Lobby \(EWL\)](#) is the largest umbrella network of women's organisations in the European Union, gathering over 2000 women's associations. The EWL has members in 26 EU Member States, four official-candidate countries, Iceland, Norway, United Kingdom as well as 17 European-wide member organisations. The EWL campaigns for a feminist Europe, promoting women's rights and equality between women and men in the European Union.

YOU COULD BE THE PERSON WE ARE LOOKING FOR!

We are looking for a **Human Resources Expert** to help us to finalise a transparent salary scale and to produce a Human Resources manual for our organisation. You can find the role description below.

As an inclusive feminist organisation, we are seeking to build an organisation that represents Europe in all of its diversity. We believe candidates with diverse experiences and backgrounds bring real added value to our existing feminist culture. As such, we strongly encourage applicants from underrepresented and marginalised groups, sexualities or nationalities to apply.

ROLE DESCRIPTION

Role Title: HUMAN RESOURCES EXPERT
Type of contract: CDD (October to 31 December 2024) or Freelance Contract (October to 31 December 2024)
Reporting to: Secretary General
Location: EWL Secretariat, Brussels

ROLE

This role requires an experienced, well-organised and reliable person who will work in supporting the well-being of the Secretariat. The tasks expected are the following:

- Develop a fair and transparent salary scale that will respect both the budgetary constraints of a non-profit association and the attractiveness of the organisation for employees;
- Produce a Human Resources manual according to Belgian labour law standards;
- Develop criteria for an appraisal system, update our staff agreement and advise on well-being practices and measures.

The main tasks will include:

- To conduct a salary benchmarking of comparable NGOs in Brussels;
- To propose a transparency salary scale based on the results of the salary benchmarking and on the previous salary scale of EWL;
- To produce a Human Resources manual relating to Belgian labour law, as well as gathering best HR practices and suggestions for staff retention and well-being for employees;
- To review and update our appraisal system with criteria guaranteeing transparency and mobility within the

- organisation;
- To initiate the drafting of a comprehensive well-being policy.

SKILLS, ATTRIBUTES & QUALIFICATIONS

Essential Qualifications:

- Proven experience in Human Resources management (at least 5 years);
- Excellent knowledge of Belgian labour law
- Previous experience of salary benchmarking
- Excellent organisational and time management skills;
- Familiarity with NGOs in Brussels and EC funding rules
- Proficiency in spoken and written French as well as in English
- Availability for a full time position

WHAT WE OFFER

- A 2 to 2.5-months contract (CDD) with a competitive 4.000€ monthly gross salary, reimbursement of local transportation costs and lunch vouchers;
- A friendly and lively multicultural environment in a small team of dedicated feminists;
- 2 to 3 days weekly teleworking.

HOW TO APPLY

Please read the instructions and the role description, necessary skills and attributes and conditions carefully before you apply. As we often receive a large number of applications, we will give priority to those who can demonstrate that they meet the criteria listed.

You are requested to submit to the European Women's Lobby via email at jobs@womenlobby.org

- Your CV - two pages maximum in Word or PDF. Name your file as 'Last name_CV_HRE'
- A maximum one-page cover letter outlining your motivation and your experience relevant to the role. Name your file as 'Last name_cover letter_ HRE'

Please keep in mind that only applications transmitted via the correct procedure will be considered.

Closing date for applications is **11th October 2024 23:59 CET**.

Interviews of shortlisted candidates will be held during the week starting **21st October 2024**.

The interviews will be carried out in person. at our office in Brussels

Data protection : *the European Women's Lobby (EWL) is committed to fully comply with the new European General Data Protection Regulation (GDPR) which came into effect on 25 May 2018. We can confirm that the information you provide us in the application form is only intended to be used for the process of selecting candidates for the position advertised. We will keep your information safe and we will only share with the EWL staff and hired consultant who deals with the recruitment for this post. We will store your information electronically for a period of 12 weeks in a safe space, only accessible to the EWL staff involved in the recruitment. After 6 months time, all the information you provided us will be entirely discarded and no record will be kept. If you would like this information to be discarded before that date, you can simply email us at ewl@womenlobby.org and we will proceed with your request. If you are hired for the position, EWL will then store your CV and application form in your Human Resources files.*