

Vacancy Announcement **Human Resources Manager**

Terms: 60-80%

Location: Tel Aviv. The work is hybrid and includes coming to the office at least once a week.

Summary

This position is an exciting opportunity to lead the human resource capacity in a growing NGO working globally. With its headquarters in Tel Aviv and main operation in Ethiopia, NALA is operating in diverse markets with human resource needs and requirements. As the first Human Resources Manager in the organization the role includes putting the right support systems and guidelines in place, support organizational transition to a more diverse international manpower, management of employee capacity development fund, and strengthening the capacity building and team building elements within the organization.

About NALA

NALA is an internationally recognized expert in the fight to eliminate neglected tropical diseases (NTDs). NTDs impact more than 1.5 billion people worldwide, disproportionately affecting rural and high-poverty populations with the least access to clean water and sanitation. Our innovative and community-based solutions have led to a sustainable reduction in the burden of disease in project areas. Our model complements drug administration campaigns with a focus on promoting healthy behavior change, strengthening the capacity of the local community to improve public health, and increasing their access to water, sanitation, and hygiene (WASH).

About the Position

This position is 60-80% with an initial 3-month probationary period, and an option to grow to a full time position. The selected candidate will join the NALA team based at our headquarters in Tel Aviv Reporting to the CEO, the Human Resources Manager will lead the human resources and capacity building elements within NALA, and will have the ability to set in place and implement the human resource strategy within the organization.

Responsibilities

1. Create a mechanism for absorbing and supporting employees within NALA including support and mentorship for managers,
2. Lead hiring process for new employees, including employment contracts, and salary scale surveys and recommendations,
3. Create human resource policy documents and guidelines,
4. Provide support and response to personal issues raised by staff,
5. Support NALA internal processes and organizational change processes,
6. Plan and support career building processes for the team.



Competencies

1. *Fluent English*- all interactions and meetings within the organization are held in English, therefore a successful candidate should feel comfortable to speak and write policy documents in English.
2. *Excellent organizational skills*- Ability to multitask and work on several issues simultaneously; Extremely organized and structured.
3. *Creativity*- Openness; Problem solving; Innovative thinking.
4. *Good interpersonal skills*- Cultural sensitivity; Collaboration; Effective communicator.
5. *Strong work ethic*- Self-motivated and can work independently and adapt well to changing priorities and duties.
6. *Ability to travel abroad*- ability to travel abroad for a short period (of 5 days) at least twice per year.

Qualifications

1. University degree, preferably in a relevant subject, such as human resources or behavioral sciences.
2. Experience working in human resource management.
3. Excellent computer skills, including MS Office, excel.
4. Previous work in international development or in the Global South, especially in Ethiopia, is an advantage.

Application Process

Interested candidates are invited to send their CVs and names of 3 potential references to hr@nalafoundation.org by June 30, 2024. Please include the following text in the subject line: 'Human Resources HQ application'.

Shortlisted candidates will be invited for an exam and an interview.

