

## A new decade for Cooperative Agri-Business Development

We are Agriterra, a Dutch agri-agency that provides business development services to ambitious cooperatives and farmer organisations in developing and emerging economies. We assist them with advice and training by locally based business advisors and by deploying practitioners from the Dutch and international farmer organisations and (cooperative) companies; the so-called Agripool experts. We apply a three-track approach: we make cooperatives bankable and create real farmer-led companies, we improve extension services to farmer members and we enhance farmer-government dialogues. Our advisory practice covers the full range of services on Management & Organisation, Financial Management, Governance, Business Development and Lobby & Advocacy.

Agriterra works from local offices in a large number of countries. We work with self-organising teams, so our employees are challenged to use every bit of determination, creativity and strategy to achieve our compelling goals. Being a self-organising organisation makes Agriterra an inspiring and challenging environment for professional growth and development.

At present, Agriterra is in the process of decentralising and delegating tasks to the autonomous country offices, among which tasks related to project administration and client information analysis.

Agriterra has an annual turnover of approximately 20 million euros, is ISO certified and has over 170 employees, both in the Netherlands and abroad. For more information, visit our website [www.agriterra.org](http://www.agriterra.org)

### HR Officer (24h)

Location: Arnhem – The Netherlands

Our colleagues are our most important asset within our organisation. Attracting and retaining well-matched colleagues is of crucial importance - especially within a fast-growing advice organisation. Agriterra was founded in 1997. Since 2015 we opened offices abroad and grew big in a short period of time. Due to expansion, we are looking for an HR colleague who can support the senior HR advisor. We are looking for someone who has a few years of experience with HR support. But, more important: someone who understands the dynamics of a not-for-profit, international organisation that grew rapidly. Not to mention working several different cultures. Are you flexible, proactive and do you like to have a supportive role in further shaping and structuring of the HR department? Then we would like you to apply!

### **Tasks and responsibilities:**

- Support senior HR advisor with the implementation of the annual plan. Topics include: developing, improving, implementing HR policies, thinking along about improving the performance appraisal system, job classification and job descriptions, learning & development, etc.
- Ensure the availability of complete and correct personnel files. Update HRM folders / manuals. Take care of the check-in and -out of employees. Monitor and follow up on employees on long term sick leave.
- Recruitment of new colleagues. Guide the influx of new employees by planning and monitoring all onboarding activities.
- Inform employees with HR related aspects and with the application of the offered HR instruments.
- Drawing up and process documents.

### **What do we expect from you?**

#### **Requirements**

- Relevant Bsc education.
- Relevant work experience (at least 2 years) with HR support within an international organisation.
- Specific experience with recruitment, from writing vacancies (SEO) to headhunting.
- Experience with HR procedures and systems.
- Knowledge (international) labour laws.
- You have good oral and written communication and advisory skills, both in the Dutch and English language. French and / or Spanish would be an asset.

#### **Competences**

- Proactive, independent and a teamplayer.
- Able to keep overview and work in a structured way.
- Organisation sensitive, eye for detail.

### **What we have to offer**

A position that requires you to be highly self-reliant. Agriterra operates in dynamic international markets and in close cooperation with the agricultural business sector. At Agriterra, the work environment is collegial and ambitious, and the focus is on achieving impact.

The working conditions and additional benefits are good. The salary offered will depend on your experience and ranges between EUR 2.884 and 4.252.

Agriterra offers a contract for a year, with the possibility of extension.

### **Interested?!**

Are you interested in this position and do you fit the profile? Apply with a cover letter and curriculum vitae, by sending an e-mail to [vacancy@agriterra.org](mailto:vacancy@agriterra.org), to the attention of Marlène Huis in 't Veld, HR advisor, with reference code AG0521.

If you require further information, you can also contact him by sending an e-mail.

NOTE! We have several other vacancies on our website: [www.agriterra.org/vacancies](http://www.agriterra.org/vacancies)