

# HR Advisor (32-36h)

Based in: Arnhem, the Netherlands

## About Agriterra

Agriterra is the world's leading not-for-profit agri-agency from-and-for agricultural cooperatives and farmer organisations. Our mission is to strengthen organised farmers in developing and emerging countries, given the importance of effectively organised farmers to sustainably address food security, economic development, climate adaptation and mitigation. We are financed and work via donor-granted projects and programmes. These long-lasting strategic partnerships with a variety of donors are key for us in our day-to-day work. For more information, visit our website [www.agriterra.org](http://www.agriterra.org).

## About the job

Do you want to help further professionalise our dynamic, international organisation?! Agriterra has grown strongly in recent years and is looking for a solid HR advisor to take the next improvement steps. In this position you will have the opportunity to further develop business strategies and support middle management with your broad international HR knowledge. You will work under the supervision of Global HR Specialist, and together with the HR Officers, to whom some tasks may be delegated.

## Tasks and responsibilities

- Support the Global HR Specialist with the implementation of the annual plan. Translate the proposed policies into targeted HR instruments, develop concrete project plans. Independently execute framed, approved project plans and making proposals for adjusting/improving the HR policy.
- Support the Global HR Specialist in designing work processes, HR procedures and instruments, derived from the HR strategy. Ensure the availability of complete and correct personnel files. Analysis and reports concerning absenteeism, outflow, trends. Guidance (managers) on specific HR matters.
- Prepare and attend interviews with a relevant colleague/manager. Solid discussion partner during job interviews. Make/check proposals for hiring candidates conform with Agriterra framework.
- Solid advisor and discussion partner for middle management. Facilitate dialogue with employees in HR related conflicts. Be a sparring partner for all offices abroad on HR related topics. Support middle management and employees with HR related aspects and the application of the offered HR instruments.
- Overarching view of cooperation between departments on projects. Act within the HR field of expertise as the first point of contact for the entire organisation. Contribute to the content and realisation of communication with and to employees. Inform employees about changes in relevant collective labour agreements, company regulations and other relevant laws and regulations.

## What do you offer?

- Bachelor's degree in relevant field, with at least 3 years of experience in a similar role within an international organisation.
- Experience with change processes.
- Good knowledge of Dutch and international labour laws.

- Good communication and advice skills, affinity and experience with the business community.
- Fluent in Dutch and English (speaking and writing). French or Spanish would be an asset.
- Competencies and skills: (intercultural) communication and advisory skills, strong analytical, organisational sensitive, result-oriented, team player, problem solver, customer-oriented (internal and external).

#### **What do we offer!**

- Salary in accordance with the collective labour agreement scales, based on experience, plus end-of-year bonus;
- Blended office and remote working;
- Developmental opportunities including an education fund;
- Wonderful workplace in the city centre of Arnhem & great colleagues!

#### **Interested?**

Send an email with your CV and cover letter to [vacancy@agriterra.org](mailto:vacancy@agriterra.org) to the attention to Marlène Huis in 't Veld, HR Advisor, with reference code AG2422.