



## **HR consultant to draft policies for CIFOR employees in Germany (Ref. No. 2408)**

### **Human Resources**

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today's most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for a:

### ***HR consultant to draft policies for CIFOR employees in Germany***

#### **Overview**

Human Resources (HR) policies are essential guidelines and frameworks established by an organization to manage its workforce effectively. They provide a structured approach to handling various HR-related matters, ensuring consistency, fairness, and compliance with legal standards.

Germany has specific labor laws and regulations that must be adhered to. The consultant will support CIFOR-ICRAF in drafting the HR chapter.

#### **Summary of responsibilities**

- Developing HR policies and procedures for CIFOR employees in Germany.
- A good understanding of German labour law and how a gGmbH operates is essential.
- Establish the procedures. Legislation must be followed when developing procedures.

#### **Requirements**

##### *Education, knowledge, and experience*

- A degree in Human resources, Business Administration, Law or related field.
- Proven experience in developing HR policies, preferably for gGmbH.
- Extensive knowledge of German labor laws, employment regulations, and compliance requirements.
- Prior experience as a consultant, particularly in the German market.
- Strong written and verbal communication skills in both English and German

##### *Personal attributes and competencies*

- Ability to analyse Germany labour laws and translate the same into HR policies and procedures.
- Use of Emotional Intelligence (EI) in drafting HR policies and procedures, including Critical thinking, flexibility, and active listening with Attention to textual detail.

**Terms and conditions**

- This is a consultancy contract.
- The appointment will be for 3 (three) months.
- The duty station will be Remote.

**Application process**

- The application deadline is **26 June 2024**.
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:

<https://www.cifor-icraf.org/about/work-with-us/>

To learn more about CIFOR-ICRAF, please visit our websites at:

<https://www.cifor-icraf.org>

**CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.**

**CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.**