

Open Doors International is looking for an

HR Officer (0,8- 1 FTE)

Region Middle East North Africa

Open Doors is an international, interdenominational organization that supports Christians who are persecuted for their faith. Within the regional department Middle East & North Africa the following job has become vacant

We are looking for a hands-on HR Officer who will play a significant role in the daily HR requests and implementation of a variety of HR projects and improvement initiatives regarding (local) staff and (field) offices in the Levant area. The focus in this role will be around Recruitment, Compensation and Benefits, Legalities, Administrative tasks and a correct and consistent implementation of the Human Resource instruments. The role is a mix of operational, tactical and project management. The HR officer is part of a small international HR team, reporting directly to the Regional HR manager.

YOUR KEY COMPETENCES:

- ✓ **Planning and organizing:** Plans and organizes tasks/projects and responsibilities in an efficient and effective way.
- ✓ **Initiative:** Has a proactive attitude, starts rather from him/herself than passively wait and seeks opportunities and acts accordingly (within scope of responsibility).
- ✓ **Perseverance:** Shows commitment and resilience to achieve results in the face of challenges or setbacks.
- ✓ **Integrity:** Demonstrates integrity by modelling the organization's values and ethical standards.
- ✓ **Flexibility:** due to the size of the MENA department and the operational nature of the work, the candidate will be required on occasion to undertake additional or alternative HR operational (or administrative) tasks and duties at a different job level (lower or higher) within your capabilities that are not listed in this job description as the needs of the work require.
- ✓ **Focus on Quality and Accuracy:** Motivated, driven and persistent to keep the quality of the work, works careful, precise and detailed.

YOUR PROFILE

- ✓ Significant demonstrated HR experience, also in an international setting.
- ✓ Expert regarding HR discipline and profound understanding of processes, methods and systems of the HR discipline.
- ✓ Education: At least bachelor's degree, preferably HR professional qualification.
- ✓ Experience in project management.
- ✓ Knowledge of international (tax) legislation and compensation and benefits (at least contextual).
- ✓ Advanced experience with and knowledge of MS Office (in particular: Excel and Word) and HR systems.
- ✓ High communication and relationship skills and cross-cultural sensitivity with the knowledge how to build on relationships in different cultures.
- ✓ Ability to thrive in a multi-dimensional and dynamic environment by developing good trust and solid working relationships.
- ✓ Excellent command of Arabic and English (verbal and written).
- ✓ Knowledge of the culture and customs in the Levant area is a plus.
- ✓ Demonstrates to control the level of the main competences.

This is a salaried position. Working at Open Doors means that you are actively involved in the worldwide Persecuted Church. We offer you a versatile position in an international environment, a professional team and the opportunity to show your added value. This position is preferably close to Levant or from the Region.

INTERESTED?

Please send your CV and motivation as soon as possible but before **28th of November 2021**, to the HR department via hmr@od.org. We may ask for references from your previous employer(s) and your local church. An assessment can be part of the application process. *Working for Open Doors is not without risks in some areas. Because of the potential need for establishing future risk-averting measures in the event of a successful application, we advise you not to widely share your wish to work for Open Doors during the application period.*