

**Position Title:** Human Resources (HR) Manager

**Organization:** Charity Fund “Voice of Generations”

**Location:** Odesa, Ukraine (with oversight across Odesa, Mykolaiv, and Kherson)

**Reports to:** NGO Director

**Supervises:** HR and administrative support staff (as applicable)

**Contract Duration:** 6 months (part-time) (with possibility of extension depending on funding)

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### **Position Summary:**

The Human Resources Manager is responsible for managing all HR-related functions of the GIZ-funded project and supporting the organization’s staffing needs in compliance with Ukrainian labor law and donor regulations. As a member of the senior management team, the HR Manager oversees recruitment, onboarding, performance management, staff well-being, and compliance procedures. The HR Manager also ensures that the organization fosters a fair, inclusive, and safe working environment for all project and support staff.

### **Key Responsibilities:**

#### **Recruitment and Onboarding:**

- Lead the recruitment process for all project staff, including job postings, shortlisting, interviews, and reference checks.
- Ensure that recruitment is conducted fairly and transparently, in line with organizational and donor (GIZ) procedures.
- Coordinate staff onboarding and orientation processes to ensure new employees understand their roles, responsibilities, organizational policies, and security protocols.

#### **HR Management & Administration:**

- Maintain accurate and confidential HR records, including employment contracts, timesheets, leave records, and personnel files.
- Prepare employment contracts, amendments, and termination letters in compliance with Ukrainian labor law.
- Monitor and track staff leave, absences, and sick days, and ensure appropriate HR documentation is in place.
- Oversee staff attendance, working hours, and duty rosters across all project locations.

#### **Performance & Staff Development:**

- Develop and implement a structured performance appraisal system aligned with project timelines and deliverables.
- Provide guidance to managers and supervisors on performance feedback and professional development planning.
- Support staff learning and development through training opportunities, coaching, and capacity-building plans.

#### **Policy Compliance & Staff Wellbeing:**

- Ensure implementation of HR policies and procedures and make updates as needed in alignment with national regulations and donor compliance.
- Serve as the focal point for staff grievances, conflict resolution, and disciplinary procedures, ensuring that issues are addressed fairly and confidentially.
- Promote staff well-being initiatives, including psychological support, stress management, and team-building activities.

#### **Coordination & Reporting:**

- Coordinate closely with the Finance Manager regarding payroll, statutory deductions, social contributions, and staff compensation.
- Provide regular HR updates and reports to the NGO Director and donor (GIZ) as needed.
- Participate in coordination meetings and HR forums organized by UN agencies or partner organizations.

#### **Qualifications & Experience:**

- Bachelor's degree in human resources management, Business Administration, Law, or related field (master's preferred).
- At least 2 years of progressive HR experience, including HR leadership roles, preferably in NGOs or donor-funded projects.
- Strong knowledge of Ukrainian labor law and HR best practices.
- Experience managing HR processes for international donor-funded programs.
- Excellent interpersonal, conflict resolution, and communication skills.
- High level of integrity, confidentiality, and professionalism.
- Proficiency in Ukrainian and English is an asset.
- Strong IT skills and Microsoft Office Suite.