

Job Title:	HR Senior Associate – Maternity cover
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Classification:	4	Direct Reports:	0-1
Work Location	Geneva	Travel Required:	0

The Global Alliance for Improved Nutrition (GAIN) is driven by the vision of a world without malnutrition. GAIN is a Swiss based foundation that mobilizes public-private partnerships and provides financial and technical support to deliver nutritious foods to those people most at risk of malnutrition. The organization is delivering improved nutrition to an estimated 700 million people in more than 30 countries, half of whom are women and children, Nutrition products are as varied as fortified cooking oil and flour in Africa, soy sauce in China and biscuits in India, as well as specialized products for infant and young child nutrition, and interventions to protect the most vulnerable affected by emergencies or chronic illness.

Within our HR team, the **HR Senior Associate** will provide an effective and comprehensive HR service to managers and employees across the business. This role is based in our Headquarter office in Geneva office which has several global functions.

Description
<p>Overall Purpose</p> <p>The HR Senior Associate has the responsibility for the HR Administration function of the Global Alliance for Improved Nutrition and will manage Global HR Operations for our 200+ growing staff globally, with a focus on general HR administrative responsibilities including enforcement of HR functional policies and procedures, ensuring primary staff related corporate obligations, such as payroll and employee contract management. The HR Senior Associate will maintain confidentiality and provide services to employees and management in a process driven manner with the highest levels of integrity and accuracy.</p>
<p>Responsibilities & Tasks</p> <p>General HR</p> <p>Global</p> <ul style="list-style-type: none"> • Provide HR support to our global employees (200+); respond to requests and questions, and provide guidance with reference to policies and procedures as well as insurances • Manage and supervise HR administration covering the whole employee life cycle: entry and exit formalities • Ensure the employee data is up to date and accurate in the HRM, on the drive and in the employee files to ensure compliance • Manage and follow-up staff movement contractual work (renewal, end of contract, addendums) for all GAIN staff • Manage the international staff movements and coordinate their benefits (schooling, health insurance, pension, etc.) • Manage portfolio of global insurances (travel, personal accident, death in service, health for international staff): annual renewal, monthly declaration • Coordinate and oversee payroll function for 9 GAIN offices • Administrator of the HRM system: create profiles, manage issues in collaboration with the support service, improve the functions, update the tools/platform

- Manage additional administrative functions, e.g. processing invoices and drafting correspondence
- Preparation of documents and KPIs for the Board Committee and NRC twice a year
- Prepare documents towards Promotion and Compensation Committee (PRC) and COLA grant twice a year, manage the communication (letters) as well as the implementation into payroll, HRM and various insurances
- HR focal point for audit intervention, ensure compliance, improve processes

Geneva

- Manage social security enrolments, pension scheme, accident/sick/maternity leave process
- Manage the on/off-boarding paperwork required in Geneva upon new joiner/leaver (work permit, work certificate, unemployment formalities, children allowance, etc.)
- Declare monthly salary wage to the social security as well as tax remittance to the different cantons
- Manage and coordinate annual statement/declaration with the different administrations: tax, pension, social security
- Coordinate and oversee Geneva payroll with the payroll provider
- Ensure Geneva office is compliant with the local legislation

Global Operations

- Coordinate the benchmark surveys for all GAIN offices
- Participate to the Reward Project
- Ensure appropriate flow of information between the countries and head offices on HR matters
- Provide support on ad hoc HR projects

Key Organizational Relationships

- Reports to the Head of HR
- Collaborates closely with Finance, Legal and IT Teams
- Works closely with Country Directors where relevant and management
- External suppliers

Competencies Required

Knowledge and Experience

- Strong generalist Human Resources experience in Geneva (minimum 5 years)
- Good knowledge and experience of the MS-Office Suite; Word, Excel, Outlook, SharePoint, Navision, Salesforce
- Very good understanding of Swiss social security system and local labour law
- Experience in working in a multicultural environment for an international organization
- Experience working with remote teams

Competences (Skills and Attributes)

- Strong attention to details and process minded
- High integrity and confidentiality
- Excellent interpersonal and communication skills
- Ability to handle sensitive and confidential situations
- Excellent time management capabilities
- Pro-active and solutions focused approach
- Comfortable with remote working and matrix organization
- Able to create, build and maintain strong working relationships

Education

- Minimum bachelor's Degree in Business or Human Resources Management

Language

- Fluent French and English; written and verbal.