



HR Manager

Application deadline: 2 January 2023

1 December 2022

We are looking for a highly motivated HR Manager to join our Operations team and oversee all aspects of human resources practices and processes. The HR Manager will report directly to the Operations Director and work closely with the Management Team.

About ECOS: ECOS is an international NGO with a network of members and experts advocating for environmentally friendly standards, policies and laws. We ensure the environmental voice is heard when they are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles. Our successes include securing a ban on new fossil fuel boilers, mainstreaming ecodesign, introducing universal chargers, and improving our right to repair. ECOS is headquartered in Brussels and has an exceptional team of over 30 staff supported by a network of 50 technical experts and almost 60 member organisations.

Your main tasks will be to:

Organisational development

- Run the recruitment process and participate in interviews
- Coordinate the onboarding and offboarding activities
- Coordinate staff training and development by elaborating general and individual training plans, in collaboration with Departments Directors; and monitor training programs
- Develop and improve HR policies
- In coordination with the Management Team in boosting and maintaining employees' engagement and wellbeing

Portfolio related

Coordinate and implement the HR work:

- Administrate personnel files, e.g. employment contracts and data protection. In collaboration with our social secretariat, the HR Manager will manage payroll, including for outposted staff
- Manage benefits and staff insurances
- Ensure legal compliance throughout human resource management
- Act as the go-to person for all HR related questions
- Ensure HR objectives and initiatives are aligned with the overall ECOS business strategy
- Oversee work permits in Belgium and manage hiring process of international employees



Skills and experience required:

- Minimum 3 years of relevant professional experience, for example with impact driven organisations, NGOs, or consultancies
- Knowledge of Belgian labour law and HR practices
- Fluent English and French, other languages an asset
- Excellent time and project management skills
- Ability to work effectively both independently and as part of a team
- People oriented and results driven
- High level of personal and professional integrity and ethics
- Excellent communicator, good listening skills and problem solver
- Commitment to the values, vision and mission of environmental NGOs

What we offer:

- An opportunity to lead the HR work and initiatives for a constantly growing international NGO
- An open-ended Belgian contract with a competitive salary package €3.520- €4.543 according to the ECOS salary scale and depending on skills and relevant experience of the candidate
- A benefits package (meal vouchers, pension scheme, 13th month, excellent insurances, public transport, eco-cheques etc.), additional holidays and a focus on employee wellbeing
- Being part of a dedicated team whose common goal it is to protect the environment

How to apply:

Applicants should send a CV and cover letter by no later than 2 January 2023 to: info@ecostandard.org, with the subject line 'HR Manager: your name'. The first round of interviews will take place at the beginning of 2023. We regret that only short-listed candidates will be contacted.

ECOS is an equal opportunity employer that is committed to diversity and inclusion in the workplace. At ECOS, we believe diversity is what makes our work richer and our team stronger. Your race, nationality, colour, gender, age, religion, disability, status, or sexual orientation are NOT important to us, we value your knowledge and commitment. If you believe you can contribute to our common goal, we encourage you to apply.