



Terms of References

Consultant in Human Resources management

Introduction

Nonviolent Peaceforce (NP) is an international non-governmental organization whose purpose is to protect civilians in violent conflicts through unarmed strategies, to build peace side by side with local communities and to advocate for the wider adoption of these approaches to safeguard human lives and dignity. Within this purpose, NP works to interrupt cycles of violence in order to save lives, reduce harm and protect dignity, contribute to fostering sustainable peace through dialogue and inclusive peace processes, develop and promote the theory and practice of unarmed civilian protection so that it may be adopted as a policy and funding option by decision makers and public institutions and to build the field of practice of Unarmed Civilian Protection (UCP)

Scope of the assignment

NP has committed itself to streamlining and strengthening policies and procedures that facilitate hiring, training, retaining its staff. An HQ-based human resources colleague will be hired in the summer, a position that has been vacant for several years. Given the length of the gap and the scope of the growth in terms of both size and complexity of the organization, this consulting assignment is a preparatory investment for this new post holder, to ensure s/he is provided with the overview, tools and support that s/he needs to effectively meet NP's human resources management needs.

The consultant would be expected to do the following:

1. Review existing HR policies and practices (desk review and staff interviews) and produce a stocktaking document that identifies capacities, gaps and main areas for improvement.
2. Develop an HR roadmap with clearly identified priorities and identify requisite resources required to achieve goals.
3. Develop the TORs for the new HR position and participate in the new hire's recruitment and on-boarding
4. Review current contracts that comply with French labour legislation and adapt them to comply with Swiss labour laws as NP moves its headquarters from France to Switzerland.

5. In a second phase, the consultant may be asked to develop or improve upon the HR policies and procedures that have been identified as inadequate or missing in the stocktaking document. The consultant may also provide further mentoring support to the new HR specialist, depending on needs.

Consultant profile

- A minimum of ten years' experience as a human resources specialist in Switzerland.
- Experience working with non-profit actors, preferably involved in peacebuilding-related work. Previous experience with international organizations with field operations on different continents or with multi-cultural work environments an asset.
- Experience working as a consultant with a documented track record of similar assignments.
- Excellent knowledge of French and English (written and oral).

Location

Home assignment with a few meetings at NP's offices in Ferney (and later Geneva) No travel will be required.

Duration and dates of assignment

The assignment is to start as soon as possible. The first four tasks listed are expected to require about 10-15 days, to be completed by June 30th.

How to apply

Interested applicants should submit their applications by **April 19th 2019** to **headoffice@nonviolentpeaceforce.org**. The application package should include:

- A letter of motivation that highlights the applicant's relevant experiences and qualifications, his/her rationale for applying and initial thoughts on the assignment.
- A comprehensive CV that provides references of at least two previous clients/employers (at least one from the NGO sector) whom the applicant supported on similar assignments.
- A financial offer that is based on the scope of work presented, with indications of availability and financial criteria for a potential second phase.