



Vacancy for HR Officer

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Background

WASTE is an internationally operating NGO based in the Hague. We believe that everybody deserves to live in a clean environment with access to sustainable sanitation and waste services. WASTE is specialised in urban and peri-urban sanitation, solid waste, and the sustainable financing of emerging markets in these sectors. WASTE has 40 years of experience and has an extensive network in Asia and Africa. WASTE manages a multi-million-euro portfolio focusing on value chain improvements in sanitation and waste management—setting up systems that support local governments, small and medium sized businesses, financial institutions, and community initiatives.

We are looking for an HR officer to join our administration department. WASTE has a small team in The Hague, however we are working with a lot of local partners across multiple countries with medium to large sized programmes.

Job Description

As an HR Officer you play a pivotal role in supporting the operations of WASTE. You are responsible for a variety of administrative tasks, while also utilising your HR expertise to handle key human resources functions. You work closely together with our finance officer, our financial controller and our HR business partner. You report to the HR business partner, who is part of the management team. Over time your responsibilities will expand: we expect you to grow towards a HR manager role, where you will take more responsibilities from the HR business partner.

Tasks

- You provide comprehensive administrative support to the programmes within WASTE
- Recruitment: support in writing job vacancies, publishing jobs, supporting development of the recruitment strategy and overall recruitment process (e.g. CV screening, job offer etc.)
- Support in onboarding of new colleagues, e.g. support in visa procedures if applicable, setting up onboarding schedules
- Maintain accurate and up-to-date employee records, including personnel files
- Support development, implementation and maintenance of HR policies and procedures, ensuring compliance with labour laws
- You assist with payroll administration, you ensure timely and accurate processing of salary changes and benefits
- You register sick leave in our systems, follow up on both employee and employer duties, compliant to labour law
- Overall support in HR projects: e.g. performance management, developing L&D framework, work on organisational culture.

Your knowledge, experience, and competence

- You have a degree in Human Resources, Business Administration, or a related field (or equivalent work experience), and you are updated on current best HR practices and trends
- You have strong social and communication skills in both English and Dutch
- You have a strong attention to detail
- You are an expert in finalising tasks
- You have a creative problem-solving attitude, and you are not afraid to take decisions
- You act with integrity and you find maintaining confidentiality important.

Offer

- Position for preferably 36 hours per week, though WASTE is open for part-time work as well
- A challenging work environment that will help you grow
- Become a member of an international team
- Fair financial compensation in the range of € 37.248,73 and € 45.234,81, which corresponds to a scale 5 within WASTE. The actual salary is based on your relevant experience.
- Good secondary conditions:
 - 8% holiday allowance
 - 8,33% End of year bonus
 - 10,15% pension contribution paid by employer

Duration

- Starting date: as soon as possible
- Contract for one year, with the intention of extension.

Location

Applicants must reside in the Netherlands and be in possession of a valid Dutch work permit. Should be able to travel to the office in the Hague at least 40% of the working week.

Application Notes

To apply, please submit a motivational letter (no more than 1 A4 page) and your CV (no more than 3 pages) to Francien Boumans (fboumans@waste.nl) with reference to this vacancy. For further information on WASTE please visit www.waste.nl. WASTE is an equal opportunity employer. We value diversity and we are committed to creating an inclusive and accessible workplace for all employees. WASTE welcomes all applications.