Vacancy

HUMAN RESOURCES SENIOR MANAGER (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time Human Resources Senior Manager (f/m/x) in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting as early as possible.

ABOUT THE IPC

At the IPC, we work as one team, aligned and focused on fulfilling our vision and mission.

The IPC’s vision is for an inclusive world through Para sport. We believe that Change Starts With Sport, and that the work of the Paralympic Movement is a catalyst for driving social inclusion and advancing the UN Convention on the Rights of Persons with Disabilities and the UN’s 17 Sustainable Development Goals.

The IPC, a purpose-driven non-profit association, is the global governing body of the Paralympic Movement. We oversee the delivery of the Paralympic Games and Paralympic Winter Games and serve as International Federation for six Para sports. We enjoy a positive working relationship with the IPC Governing Board, members of which are democratically elected every four years by the IPC General Assembly. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core.

The IPC seeks to use the influential global position of the Paralympic Movement and the growing profile of Para athletes to challenge the stigma attached to disability and empower social transformation.

ROLE

Reporting into the Head of HR, this position will provide comprehensive, pragmatic and customer focused operational HR support. In this role, the Human Resources Senior Manager will be responsible for partnering with teams on all activities from employee relations, performance management and compensation, and talent acquisition. The successful candidate will also serve as a forward-thinking leader, responsible for identifying, developing and implementing key human resources initiatives that will substantially enhance the success of our organisation.
CORE RESPONSIBILITIES

• Overseeing and managing the operational HR function with 3 direct reports;
• Acting as principle HR contact for all queries and partner with middle management to offer advice and guidance on managing employee relations;
• Planning and carrying out personnel measures throughout the entire employee life cycle, including individual and collective performance and compensation reviews;
• Developing a target group-specific recruitment strategy and inclusive recruiting practices;
• Supporting in reviewing & optimizing existing HR processes and instruments;
• Overseeing the monthly payroll and benefits administration process ensuring accurate and timely payment with the support of an external payroll provider.

CORE REQUIREMENTS

For this challenging role, we are looking for a talented, highly motivated and results-oriented team player with a pro-active and hands-on attitude to work and a commitment to inclusive employment practices. The successful candidate will be able to demonstrate comprehensive, up-to-date knowledge and understanding of German employment legislation and best practice and will have proven experience in managing employee relations cases. Key to success in this role is a service provider mentality paired with enthusiasm to drive & enable the organisation.

• Passion for the IPC's vision, mission and values;
• A minimum of 4 years progressive generalist HR experience with a good foundation in German labour, tax and social security law, including at least 2 years recruiting independently;
• Ability to build successful and collaborative relationships with employees and managers at all levels;
• A pragmatic problem-solver with demonstrated sound judgement and discretion when dealing with sensitive and confidential information;
• A confident and articulate communicator with a high level of social sensitivity and cultural awareness;
• Ability to work independently and ‘think on your feet', comfortable working remotely with minimal direction;
• Excellent organisational skills to manage multiple projects at once and the ability to manage shifting priorities and workload requirements;
• Fluency in written and spoken English and German is a must.
Do you want to apply?

If you are interested and provide a good match with our requirements, please send your CV and cover letter in English and in pdf to HumanResourcesJobs@paralympic.org.

For this position, we will review applications and interview candidates on a rolling basis.

The IPC is an equal opportunity employer, and we especially encourage individuals with a disability and members of minority groups to apply; we support the relocation process and provide transitional accessible accommodation. For further information on the IPC, please contact us or visit our website under www.paralympic.org.

We look forward to your application!