



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 five 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 to the Head of Human Resources, the position of the **Human Resources Senior Manager (f/m/x)** will lead the HR operations team in addition to providing comprehensive and service-oriented guidance on HR matters to all departments at the IPC. The position will be responsible for all activities regarding employee relations, performance management, compensation, development & learning, and talent acquisition and retention, partnering with department leads and line managers plus external partners.

INTERNATIONAL PARALYMPIC COMMITTEE

Dahlmannstraße 2, 53113 Bonn, Germany / paralympic.org
hrjobs@paralympic.org / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

CORE RESPONSIBILITIES

- Overseeing, managing and developing the operational HR function with 5 direct reports, including recruiting, on- and offboarding, settle-in support, payroll, contract management, time management, data management, and learning and development.
- Ensuring both excellent employee experience and compliance with labour and social security laws along the complete employee lifecycle, from recruiting to offboarding.
- Acting as HR contact for all queries and partnering with Directors, Heads and line managers to offer advice and guidance on managing team member relations.
- Planning and carrying out personnel measures throughout the entire employee life cycle, including individual and collective performance and compensation reviews.
- Overseeing the monthly payroll and benefits administration process, ensuring accurate and timely payment with the support of an external payroll provider.
- Developing a target group-specific recruitment strategy and inclusive recruiting practices.
- Supporting in reviewing & optimising existing HR processes and instruments.
- Supporting the Head of Human Resources in strategic projects.

CORE REQUIREMENTS

For this role we are looking for a talented, highly motivated and results-oriented team player with a proactive and hands-on attitude 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 practices 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 and enable the organisation.

- Passion for the IPC's vision, mission and values.
- A minimum of 5 years of progressive generalist HR experience with a good foundation in German labour, tax and social security law, including at least 2 years of recruiting experience.

- Experience in managing an HR team or direct reports.
- University degree in Human Resources, Business Administration, Business Psychology, or related field.
- Ability to build successful and collaborative relationships with employees and line managers at all levels.
- Excellent organisational skills to manage multiple projects at once and the ability to manage shifting priorities and workload requirements.
- A 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.'
- Fluency in written and spoken English and German.

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 hrjobs@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 at www.paralympic.org.

We look forward to your application!