PSI Vacancy: Personnel Manager

Read online: https://psishort.link/vacancies

PSI is looking for an experienced and motivated Personnel Manager to lead the development and implementation of strategic and operational personnel tools and practices to support the achievement of the organisation’s political objectives.

Working in a vibrant multicultural workplace with offices around the planet, the successful candidate will possess at least 10 years’ experience in senior personnel management, with demonstrated success in developing procedures and implementing personnel systems and tools. He/she has proven experience in staff management; personnel planning, development, recruitment and onboarding, continuous improvement and promoting employee engagement, performance and wellbeing in all PSI offices.

The ideal candidate will have experience in a trade union or NGO environment and will be motivated by social change. S/he will thrive in supporting others to achieve results and be a good communicator. S/he will be able to manage a high workload, have excellent organisational, problem solving, change management and decision-making skills, and be comfortable operating across cultures.

S/he must have highly developed written and oral communication skills in English together with a strong working knowledge of French. Knowledge of Spanish is an advantage. Some international travel may be required.

Interested candidates are invited to:

- Produce a cover letter of no more than 1,000 words in English, to include motivation for the position, related skills and competences related to the job description
- Attach a detailed Curriculum Vitae in English with contact details for three professional referees
- Email the application to recruitment@world-psi.org subject “Personnel Manager” by 2 October 2022

NB: Incomplete applications will not be taken into consideration.

Click here for more information, including the detailed job description and skills required for the position

We encourage candidates to apply regardless of their gender, age, nationality, religion and sexual orientation.

The position will be based in PSI head office in Ferney-Voltaire, France (next to Geneva).

PSI offers a decent wage and benefits package, including relocation and visa support.

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