

Job Posting



Human Resources Manager (m/f/d)

Become part of our three-person Human Resources team! As Human Resources Manager you are the interface to the International Programmes team and together you are responsible for the recruitment of our development workers. You work significantly on the further development and implementation of the onboarding process and support the optimisation of our international HR marketing. You report to the Head of Human Resources and represent forumZFD in cross-organisational working groups within the development cooperation.

The place of work is the head office of forumZFD in Cologne-Ehrenfeld.

Your start of assignment

as soon as possible

What we offer

- Flexible working time without core working hours
- Remote work, in agreement with the team up to 80% of the monthly working time
- Negotiable weekly working hours: 32-40 hours (80-100%)
- Six weeks annual vacation
- Christmas Eve, New Year's Eve and Carnival Monday are extra holidays
- A permanent position
- Salary is based on our organisation's salary agreement. The advertised position is assigned to salary group 4b (manager). In all groups, the salary increases with the length of service. Further information can be found at <https://www.forumzfd.de/de/arbeiten-der-geschaeftsstelle-koeln>.
- Friendly working atmosphere thanks to an informal culture and regular face-to-face meetings
- Informal team events such as New Year's dinners, carnival parties, company outings, cooking together
- In our kitchen you can find fresh fruit, (oat) milk and people to talk to
- Roofed bicycle parking space
- Good connection to public transport
- Opportunities for further training, e.g. at the Academy for Conflict Transformation at forumZFD
- Ethical-socially oriented pension scheme including employer contributions

You can expect varied and responsible tasks in a dynamic, constantly evolving organisation in Ehrenfeld, a vibrant neighbourhood in Cologne. Here you will contribute your ideas and skills to the team-oriented and cooperative working environment of an internationally active peace organization.

You will be part of a competent team of committed colleagues and a workplace in a (family-) friendly atmosphere with high professional and methodical standards – committed to peace.

Your new role

- You are responsible for the preparation and implementation of selection processes
- You will further develop the concept of the (online) assessment centre
- You coordinate the onboarding and offboarding of our employees in the international programmes
- You accompany the Inhouse Introduction and take on moderation tasks as well as the content conception
- You conduct employee interviews, e.g. during the probationary period and the offboarding
- You are responsible for the coaching process for employees in the international programme work
- You work in the HR function of the crisis management team
- You develop cross-programme HR guidelines and documents in coordination with the country management
- You are in regular dialogue with colleagues from the international programmes and initiate exchange formats to strengthen best practice
- You support your HR colleagues in the event of absence and during work peaks

What we are looking for

- Relevant university degree or comparable qualification
- Several years of professional experience in the field of human resources, ideally in recruiting
- Work experience and knowledge in the field of international cooperation
- Enjoy moderating events and speaking in front of groups, including virtual events
- Ability to deal with conflicts and proven skills in intercultural cooperation
- Organisational skills, flexibility and strong communication skills
- Ability to work under pressure, independently and as part of a team
- Structured, reliable and conscientious way of working
- Confident use of MS Office programmes and digital tools
- Fluent command of business German and English
- Willingness and ability to live in Germany and work regularly in Cologne
- Willingness to travel occasionally, including tropical countries and crisis regions
- Willingness to work on weekends in crisis situations as required

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Your way to us

Please send us your application documents including your earliest possible starting date by **9 February 2025** exclusively via the forumZFD website <https://www.forumzfd.de/de/jobs> with a **maximum of three files**.

The interviews are expected to take place **in week 8** in Cologne. Some interviews already may take place during the application period.

If you have any questions, please do not hesitate to contact Sylvia Leding (leding@forumzfd.de).

Who we are

forumZFD supports people involved in violent conflicts on the path to peace and strives to help overcome war and violence.

forumZFD is currently working with peace consultants in Germany and twelve other countries in Europe, the Middle East and Southeast Asia. Its Academy for Conflict Transformation offers a learning space for professional, international peace work. Through dialogue events, educational work and campaigns, forumZFD actively advocates a civil peace policy.

forumZFD is recognised by the German federal government as a member of the Civil Peace Service (CPS) Consortium. It finances its work through public and private grants, donations and membership fees.

More information about the forumZFD and our work can be found at <http://www.forumZFD.de/en>. These and other job postings can be found under <http://www.forumZFD.de/en/jobs>. The forumZFD consists of a diverse team. Therefore, we welcome applications from all interested persons, regardless of their origin, religious affiliation, sexual identity or disability. We ask you to refrain from sending an application picture, as we want to promote a world that allows for more equal opportunities.

We look forward to receiving your application!