

# HR Specialist (50-70%)

Place of work	Basel, Switzerland
Employment rate:	50-70%
Start date:	June 2025
Contract type:	Open-ended
Other:	Must be eligible to work in Switzerland

## About the Basel Institute on Governance

The Basel Institute on Governance is a hands-on centre of competence dedicated to promoting good governance and countering corruption for a more peaceful, just and sustainable world. Established in 2003 in Basel, Switzerland, the Institute works with partners worldwide to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 150 staff covering 32 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

## Job description

As part of a small HR team, we are looking for a hands-on, self-motivated and internationally-minded HR expert to handle a variety of standard HR duties and tasks in line with our organisation's HR policies and processes. In a first instance, we expect the candidate to take on responsibility for regular and routine HR administrative tasks in a dedicated, conscientious and proactive manner. In addition, the candidate is ideally also qualified and motivated to work on special and more substantive HR projects of the Institute. They will report to the Team Lead HR and will work closely with the other HR team member.

## Key responsibilities

### HR administration (40-50%)

- Support employee life cycle management and administration, from onboarding to offboarding, including preparing employment contracts, obtaining work permits, insurance registration and other related administrative tasks.
- Coordinate and assist with the recruitment and hiring process of new staff, including job posting, organising and coordinating interviews (online, in-person), communication with applicants and follow-on actions post-interview.
- Coordinate and conduct orientation (HR onboarding) sessions for new staff.
- Support the Institute's monthly payroll process (payroll is currently outsourced to an external HR accountant with the intention to transition it in-house in the near future).
- Coordinate and communicate with external HR-relevant service providers and authorities in regard to insurance, work permit and withholding tax matters.

- Maintain, update and regularly double-check personnel baseline data.

### **HR projects (20-30%)**

- Assist in drafting, reviewing, updating and rolling out new and/or existing HR policies to ensure they align with Swiss legal requirements and organisational needs.
- Collate and produce HR analytics, surveys and similar to assess operational gaps and needs with a view to consolidating and enhancing internal HR information database, applications and processes.
- Monitor emerging HR trends locally and internationally, and seek to regularly integrate industry best practices to strengthen HR management at the Institute.

### **Qualifications and skills**

- At a minimum the Swiss HR Assistant Certificate and ideally the Swiss HR Specialist, Federal Diploma of Higher Education (“eidg. HR Fachausweis”), the latter for the purpose of handling the aforementioned project function of the position. An equivalent university degree in the field of HR is also acceptable.
- At least 5+ years of relevant experience in HR combined with above requirement.
- Knowledge of Swiss labour law and the Swiss social security system.
- Solid command of Microsoft 365 (Word, Excel, PowerPoint).
- Fluency in, or at a minimum a strong command of English and German (written and spoken); other languages (in particular Spanish) are an advantage. The main working language at the Institute is English.
- Strong communication, coordination and organisational skills with independent ability to see and set priorities and pay attention to detail.
- An open-minded, flexible and people-/service-oriented team player with a clear and committed sense of and pride in their role and responsibilities.
- A keen interest to work for a good cause as part of a multicultural and dynamic team in a not-for-profit operational setting.

### **Offer**

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

### **Application**

Please submit your application at your earliest convenience, but no later than **11 April 2025**, using the following link: <https://intranet.basel.institute/job/apply/47>. Applications will be reviewed on a rolling basis.

For further information about this position, please contact Ms Teresa Paonessa, Senior Specialist / Team Lead HR: ([teresa.paonessa@baselgovernance.org](mailto:teresa.paonessa@baselgovernance.org)).

**Equal opportunity employer**

*The Basel Institute on Governance is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit and business need. We have been positively evaluated by the Swiss Federal Administration in relation to gender pay equality.*