



Human Resource & Management Officer

About Us

The **Bring Hope Humanitarian Foundation (BHHF)** is an NGO that doubles as a budding movement that focuses on the ideas of restoring hope, harmony, and dignity in those that have been dealing with conflict situations. It focuses on bettering the wellness, health and education of refugees, Internally Displaced People (IDP) and the most vulnerable populations all over the world.

We are proud to have reached over 2.2m people through our aid donations since beginning our operations in 2015, delivering over 138m USD of humanitarian and medical aid items to communities, among others, in Iraqi-Kurdistan, Sierra Leone, Lesotho, Kenya, Nigeria, Republic of Congo, Guinea, Pakistan, Lebanon, Bangladesh and Yemen.

This branch of Bring Hope Humanitarian Foundation is based in International Humanitarian City, Dubai, while our headquarters is in Sweden and core operations are in Iraqi-Kurdistan.

Visit bringhopefoundation.org to find out more, or visit our [LinkedIn](#) page.

The Opportunity

BHHF is looking for passionate and driven humanitarians to join our internship and volunteer program, to learn about the functions of an International NGO here in Dubai. Bring Hope is an inclusive and diverse organisation, and has a keen focus on the growth and development of its employees and volunteers. We believe strongly in the power, capability and creativity of today's up and coming humanitarians!

The Human Resources & Office Manager is a dual role involving the full spectrum human resources and office management responsibilities. This role is responsible for performing HR-related duties on a professional level in the following HR functional areas: benefits administration, employee relations, performance management, onboarding, policy implementation, recruitment / employment and employment law compliance.

The ideal candidate will be a self-starter, who is just as comfortable working autonomously as with a team. This candidate should be corporate culture-focused, bringing enthusiasm to the office and offering up new ideas and programs.

Responsibilities

The candidate will be expected to perform the following responsibilities:

- Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of employee handbook and personnel policies and procedures, in conjunction with senior management.
- Performs benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
- Conducts recruitment efforts; conducts new-employee orientations; monitors career-pathing program.
- Arrange interviews, including correspondence with candidates and panel members.
- Support the coordination of induction for new starters.
- Collect and process documentation for all employees.
- Maintain trackers of all recruitment and new starter information.
- Handles employee relations counselling, counselling, and exit interviewing.
- Maintains company organization charts and the employee directory.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
- Maintains compliance with state regulations concerning employment.
- Supervises the maintenance of office equipment.
- Assist the Associate Regional Officer in the day-to-day office operations.
- Advertise available roles via website, social media and other channels.
- Support with administration relating to Learning & Development activities
- Periodically provide on-field support to staff to ensure consistency of all applications of the Human Resources policies as well as other policies across its operating states.
- Support in the management of HR Information System

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least 2 years of human resource management experience preferred.
- Previous work experience in an NGO or similar humanitarian organization is a plus.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

Why join us?

Our internship/volunteering experience will provide you with a unique and insightful experience into the functions of an International NGO. Your learning and growth will be a key focus of ours, and we will challenge and push you to learn and grow.

Application Process

Please send your CV and a short cover letter to info.uae@bringhopefoundation.org.

Applications will be reviewed, and selected candidates will be interviewed.

Upon successful selection after the interview process, applicants will be invited to join our internship program.