

## **THE LEBANESE ASSOCIATION OF THE KNIGHTS OF MALTA/ ORDER OF MALTA LEBANON, HAS A VACANCY FOR A HUMAN RESOURCE MANAGER**

The Order of Malta Lebanon has been operating in the health and social welfare sectors since 1957. It manages a network of 30 projects serving the most vulnerable populations, across the Lebanese territory including primary healthcare centers, mobile medical units, elderly day care centers, hosting centers for the differently-abled and projects for the displaced and refugees. The Order of Malta Lebanon, with the support of its partner Malteser International (MI), has developed a comprehensive multi-annual program to strengthen its social and health services as well as its structures.

In this framework, the Lebanese Association of the Knights of Malta / Order of Malta Lebanon is looking for an experienced

### **HUMAN RESOURCES MANAGER**

#### **DUTIES & RESPONSABILITIES**

The HR manager will be responsible for managing all aspects of human resources practices and processes. Such as job design, recruitment, employee relations, performance management, training and development. Individuals are the Order of Malta most important asset; the HR manager shall ensure a productive and positive workplace where everyone works to realize the Order's established mission and objectives.

Specifically, the HR manager will:

- Promote the values of the Order of Malta, its social responsibility and shape a positive culture.
- Cultivate and promote the spirit of trust and professionalism.
- Develop and implement HR strategies and initiatives aligned with the global strategy. Develop competency framework.
- Support project management and leaders in the development and implementation of organizational strategies and the related workforce implications.
- Manage the employee lifecycle from recruitment, termination to succession planning
- In charge of recruitments, selection and induction programs for permanent and volunteer staff.
- Oversee and manage a performance appraisal system with recognition schemes that drives high performance. Implement talent acquisition strategy.
- Support current and future activity needs through the development, engagement, motivation and preservation of human capital. Monitor employee engagement survey.
- Bridge management and employee relations by addressing demands, complaints or other issues.
- Collaborate with managers to identify training needs. Coordinate and monitor training programs.
- Implement and maintain learning management system.
- Develop with the top management a salary scale policy and follow up on Payroll.
- Report to management and provide decision support through HR Metrix.

## QUALIFICATIONS

- Human resources bachelor's degree or other related area.
- Minimum 6 years proven HR manager experience, preferably in health organisations.
- Capability to build and effectively manage interpersonal relationships at all levels.
- In depth knowledge of Lebanese Labor law and HR best practices.
- Experience in working with national partner organizations and implementation of trainings
- Proven experience to encourage and enable people to work together as a team to accomplish global objectives.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Fully computer literate (Microsoft Office.....), ability to implement new soft-ware packages.
- Fluency in English (written and spoken); French/Arabic

## CONDITIONS

- Start Date: **as soon as possible**, but no later than **OCTOBER 01, 2020**
- Duty Station: **Beirut, Lebanon** with very frequent visits to program/project areas
- Duration of contract: **12 months (extendable)**

IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SEND YOUR CV,  
MOTIVATION LETTER AND COPIES OF YOUR DIPLOMAS,  
BY **SEPTEMBER 21, 2020**  
TO [RECRUTEMENT@ORDREDEMALTELIBAN.ORG](mailto:RECRUTEMENT@ORDREDEMALTELIBAN.ORG)  
SPECIFY THE POSITION IN THE SUBJECT.

*\*Only short-listed candidates will be contacted.*