



MASTER MANAGEMENT DU DEVELOPPEMENT **Mention Action humanitaire et sociale**

HUMAN RESSOURCES COORDINATOR

1) Responsibilities

- Supervisory control assessment and improving skills,
- Training concerning technical skills for supervisor people,
- Objective activity forward planning set up and improving system about reporting activities,
- Monitoring system set up support and activity assessment,
- Administrative procedure follow up,
- Foreigner team management (cohesion, conflict management...),
- To elaborate plan to reach the objective priorities,
- Continuing education follow up.

2) Main tasks :

1. To define an assesement policy concerning the staff performances :
 - individual assesement tools conception about performances
 - Team training about the tools using
2. To define a full time training policy of the staff :
 - Identification needs, individual and collective linked with training
 - To train human ressources staff
 - To identify training structures in ad equation of needs, inside or outside the country
3. To participate to the recruitment and training with the human resources responsible.

3) Qualités requises

- Communication sens
- Listening competencies,
- Management abilities,
- Analyti abilities,
- Improvisation and organisation abilities,
- Firmeness and self control,
- Adaptation sens, delicacy and self confident,
- Strictness indispensable,

- Abilities to convince the team and to motivate them,
- Good balance and strenght.

4) Compétences et profil requis

- Field experience indispensable in human resources,
- Abilities to live and work in hard conditions,
- Good training capacities,
- Master level education,
- French and English spoken,
- Informatics control (word and excel)

5) Conditions

- Statut : volunteer,
- Contract duration: 1 month,
- Salary: 675 to 670 euros,
- Indemnities: travel, accommodation, food, insurance covered by the association,
- Availabilities : telephone, internet, car