

Human Resources Manager (M/F)

Finance Department

ICOM (International Council of Museums) is a global museum organisation, encompassing:

- a network of almost 49,000 museums and museum professionals in 138 countries and territories
- an expert forum composed of 118 National Committees and 32 International (scientific) Committees
- an international non-governmental organisation (NGO), building professional capacity, defending the world's heritage and communicating the value of museums to society

Official website : <http://icom.museum>

MISSIONS

The successful candidate will work within the Finance and General Services department, reporting to the Director General (DG). The principal tasks include:

- Preparation and proposal of HR action plans
- Monitoring of labour laws and regulations, and making recommendations accordingly
- Elaboration of procedures and/or review, maintenance of organisational chart
- Preparation and/or review of employment contracts and/or amendments
- Training: planning for staff training, follow-up on relevant budget, proposals for training if necessary
- Skills management: drafting, reviewing and modifying job descriptions, steering and monitoring professional development of employees
- Recruitment and integration: conducting interviews and support in decision making, monitoring processes, supporting new recruits, in particular international recruits regarding employment, visa and arrival
- Staff management: declaration of employment to URSSAF, declaration to supplementary health insurance, etc.
- Provision of relevant advice to employees on internal procedures, social security, health insurance, holidays etc.
- HR communication: Informing staff about new procedures, arrivals and departures of employees, trainees etc.
- Negotiation with the supplementary health insurance and follow-up of contracts
- Management of specific files
- Transfer of payroll data to service provider:
 - Sending signed employment contracts
 - Sending all administrative elements (administrative form, new address, salary, etc.)
 - Issuing all certificates
- Processing of HR data (.xls payroll export)
- Reporting: drawing up HR reports and presenting them to the DG
- Participation in all the departmental files and, if necessary, participation in all Secretariat files
(*Non-exhaustive*)

PROFIL

Education :

- Training in Human Resources management, BAC +5 (Business school, specialised Master)

Experience :

- At least 5 years of professional experience

Qualities :

- Listening, availability and adaptability
- Proactive and conscientious
- Teamwork and good interpersonal skills
- Versatile, dynamic, responsive, able to work on cross-functional files with flexibility and ability to prioritise.

Miscellaneous:

- Work from home: 1 day per week max.
- Annual leave: 30 days per year
- Health insurance: 100% paid by the employer
- Lunch vouchers
- Permanent contract, full time: 37.50 hours per week
- Executive status

Skills :

- In-depth knowledge of the French Labour Code, related French legislation and case law
- Knowledge of HR tools, in particular digital tools
- Fluent English and French, Spanish a plus
- Knowledge of the cultural and museum sector or the associative sector is a plus
- Experience working in an international environment

Position based at ICOM Secretariat – International Council of Museums, 15 rue Lasson 75012 Paris

If you are interested in this position, please send your application before 13 October 2023 to
icom.jobs@icom.museum