## Job Title
HR - Assistant

## Terms
Full time

## Working conditions
Hybrid From Monday to Friday, from 8:00u am - 4:00u pm

## Challenges
Flexibility, confidentiality, planned & organized, meeting deadlines, ability to work with/ in a diverse team (local and international)

## Benefits
Competitive salary & other benefits, and a learning environment

## About us:
Conservation International is an environmental organization that has worked in Suriname for the last 25 years, and 30 years internationally in 40 countries to protect nature for the benefit of people.

**VISION:** Suriname is the greenest country in the world forever with a prosperous and happy population.

**MISSION:** To preserve Suriname’s rich biodiversity and ecosystems for the wellbeing of our current and future generations.

## About the role:
The HR Assistant duties involve a wide range of support activities towards the HR Manager. Another important part of your role will be to act as the liaison between the HR Manager and staff, ensuring smooth communication and prompt resolution of requests and questions. You’ll also assist in: processing/ analyzing important data, drafting policies/ processes, and monitoring HR processes.

## Responsibilities
- Perform administrative and organizational work (regular HR processes, meeting & agenda management, minute taking)
- Prepare HR/ Staff related agreements
- Assist with the planning and preparations of Learning & Development
- Prepare, Analyze, and process relevant data (surveys, reports)
- Coordinate planned HR projects
- Safeguard contract end-dates

## Candidate requirements
- Bachelor’s degree in social science, Major in HR
- Interest and motivation in the area of Nature Conversation/ Nature Protection
- Proven experience as an HR assistant
- Proven Knowledge and insight of HR related processes
- Excellent communication skills – written and verbal
- Proven organizational skills
- Ability to work and communicate with staff, partners (on an international level)
- Knowledge and experience about Diversity, Equity, and Inclusion
- Positive, self-starter attitude and strong ability to collaborate as part of a team
- Accurate, efficient, and independent way of working
- Proficiency with Microsoft office
- Proficiency in Dutch, Sranan Tongo & English

To apply for this position, please submit a resume and cover letter at the latest by **April 15th, 2022**, to CI Suriname, Kromme Elleboogstraat 20, Paramaribo or email to **ci-suriname@conservation.org** – (Subject “Applying for HR - Assistant”).