



**OpenDoors**

Serving persecuted **Christians** worldwide

Open Doors is an international, interdenominational organization that supports Christians who are persecuted for their faith. Within the regional department Middle East, Central Asia & North Africa the following job has become vacant as of the 1<sup>st</sup> of November 2018:

**(International) HR Business Partner**  
**min. 32 hours per week**

**Purpose of the position:**

We are looking for a hands on HR- Business Partner who will play a significant part in the development and implementation on a variety of HR- projects and improvement initiatives regarding local staff and (field) offices. Beside this the focus in this role will also be around (Dutch) legal, ARBO legislation, international and Dutch compensation and benefits and a correct and consistent implementation of the human resource instruments. The role is a mix of operational, tactical, strategic- and project management. The HR Business Partner is part of a small international HR team, reporting directly to the HR- manager.

**Success factors for the - HR Business Partner – are:**

Competences:

**Analytical/problem-solving:** Breaks down tasks and problems into manageable components. Thinks about all factors that might affect the situation.

**Planning and organizing:** Plan and organize tasks/projects and responsibilities in an efficient and effective way.

**Initiative:** Has a proactive attitude, starts rather from himself than passively wait and seeks opportunities and acts accordingly (within scope of responsibility).

**Perseverance:** Commitment and resilience to achieve results in the face of challenges or setbacks.

- Min.7 years' relevant HR experience preferably also in an international context
- Level Education: Bachelor's degree, preferably HR professional qualification; Experience in (an international) project management (2-4 years);
- knowledge of international legal-, tax-, and compensation and benefits (at least contextual);
- Advanced experience knowledge of MS Office, in particular: Excel, Word and PowerPoint;
- High communication and relationship skills and a high level of cross-cultural sensitivity and knows how to build relationships in different cultures;
- Good control of Dutch- and English language (verbal and written)
- A heart for the persecuted church.

**Location:**

This position requires ability and willingness to international travel (Preferable place of living close to Ermelo)

**How to apply**

Please submit your CV and motivation before the 23<sup>rd</sup> of November 2018. We would also like to receive references from your previous employer(s) and local church. Further information can be obtained from the responsible HR Manager via [hrm@od.org](mailto:hrm@od.org).

Be cautious about announcing that you want to work for Open Doors. This may result in risks for you.

**Additional information:** Internal candidates have preference in case of equal ability and an assessment can be part of the recruitment process.