



The **UNESCO-IHE Institute for Water Education** offers graduate education in Delft, The Netherlands, and carries out research and capacity building projects all over the world. The mission of UNESCO-IHE is to contribute to the education and training of professionals and to build the capacity of sector organizations, knowledge centres and other institutions active in the fields of water, the environment and infrastructure in developing countries and countries in transition.

UNESCO-IHE has a permanent staff of 194, of which 106 are scientific staff, while about 250 guest-lecturers from academia and industry contribute to the educational programme. Each year 750 participants (incl. about 200 new MSc students per year) from all over the world attend the various regular and short courses at UNESCO-IHE. The institute has an international staff & student community with English as working language.

The process management unit **Human Resource Management** (HRM) offers specialized advice and services to facilitate the Heads of Department and Managers in their HR related responsibilities. In the coming year HRM will be going through a transition which includes more integral management and decentralized tasks. HRM consists of an HR Manager, two Senior HR Advisors, one HR advisor and an Employment Benefits Officer. For HRM we are currently seeking an:

## **Employee Benefits Officer 0.84 FTE (m/f)**

### **Responsibilities**

The Employee Benefits Officer is responsible (independently or in collaboration with others) for maintaining the personnel administration and personnel files, processing and preparation of the salary administration and perform HR administrative procedures and activities within the framework of the Collective Labour Agreement and HR policies. The Employee Benefits Officer informs HR colleagues and staff members on employee benefits, personnel insurances, social security and pension related matters.

We are currently in the process of implementing automated HR processes and enhancement of our electronic capacity. The Employee Benefits Officer will play a crucial role in this process in the coming years.

The position reports to the Manager Human Resources.

- Register and update personnel data in HR administrative system and personnel files
- Prepare the monthly salary run
- Provide administrative support in mobility procedures
- Implement regulations regarding staff insurances, employee benefits and social security
- Provide information on the application and interpretation of regulations
- Maintain working relations with our providers of employee benefits
- Advise and support on optimisation of HR administrative processes
- Provide HR management reports

### **Requirements**

- Higher vocational education (HBO) work and think level, preferably administrative or in Human Resources
- Minimum of 5 years of experience with personnel administration and salary systems, preferably AFAS and PROFIT
- Demonstrated (practical) knowledge of the Dutch social security scheme

- Demonstrated up-dated knowledge of Dutch retirement schemes system and other employee insurances

### Terms of Employment

This position is, in principle, a permanent one. Following two consecutive temporary contracts, candidates will be considered for a permanent contract after two years. The position is based in Delft, The Netherlands. A competitive salary (grade 6/7) is offered depending on qualifications and experience in accordance with the conditions of employment for Dutch Universities. The appointment implies entry into the Netherlands' Civil Service Pension Fund (ABP).

### Information and application

Additional information about the vacancy can be obtained from Wendy Rid-Kool, Human Resources, +31-152151762).

Applications (in English), should respond specifically to the requirements, and can be sent until **22 August 2016 (closing date)** including curriculum vitae, motivation letter and the names and contact details of two contactable referees, to UNESCO-IHE, (*as one PDF file with your family name as the filename*), attn. Human Resource Management (E: [vacancies@unesco-ihe.org](mailto:vacancies@unesco-ihe.org) ), PO Box 3015, 2601 DA Delft, The Netherlands, stating vacancy-number **16-HRM-01**.

*Acquisition by staffing agencies and other 3rd parties is not appreciated.*