

HR GENERALIST



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Refresh pentru profesori,
restart pentru societate



ABOUT US

Teach for Romania is a non-governmental organization that envisions life opportunities through **excellent education for every child in Romania, regardless of his or her social and economic background.**

Our mission is to recruit, train and support professionals who take ownership for transforming the society, through **a leadership development program in education.** After the 2 year teaching program, Teach For Romania supports its alumni, equipped with the experience, conviction, and insights to be a force for change, working across sectors to expand educational opportunity.

The staff of Teach for Romania is comprised of high potential professionals, who work relentlessly to transform the society by being an active part of a movement in education.

For more information, visit: **www.teachforromania.org**.



YOUR ROLE

We are looking for a professional who is deeply committed to Teach for Romania's vision and strongly believes in high-quality education, easily accessible to all children.

The future **HR generalist** in Teach for Romania will be a strategic thinker, a great communicator, with fantastic organizational skills and the ability to multitask and adapt in a fast-paced environment. In this role, you should exhibit strong decision-making skills and a deep understanding of employee journey, including hiring, onboarding, talent management and compensation. Top candidates will be comfortable managing events, a volunteering community and internal communication.

Your role as an **HR Generalist** will be far from one-dimensional. You'll undertake a wide range of HR tasks, like organizing the performance evaluation process, addressing development needs and crafting HR policies. The goal is to ensure the HR operations will be running smoothly and effectively to deliver maximum value to the organization as a whole.



RESPONSIBILITIES

- Manage the talent acquisition process
- Conduct employee onboarding plans with focus on HR policies, internal procedures and regulations
- Organize training & development plans
- Create employee engagement plans and assist in administering benefits and compensations
- Assist in update and redesign of human resource policies and provide guidance and interpretation for business operations
- Ensure compliance with labor regulations
- Manage internal events and assist in organizing external events
- Manage internal communication throughout the organization
- Manage the volunteering community

PROFILE REQUIREMENTS

We are looking for someone with:

- Proven experience as an HR professional, with knowledge of HR functions and best practices
- Excellent communication and interpersonal skills, ethics, and cultural awareness
- Capacity to create channels to connect people
- Ability to influence, inspire and develop strong relationships with diverse stakeholders
- Aptitude in problem-solving and a resourceful mindset
- Strong critical & innovative thinking
- Remarkable organizational and conflict management skills
- Strong decision-making and problem-solving skills
- Resourceful mindset and can do attitude
- Ability to work autonomously, in a fast faced, dynamic environment
- Desire to work as a team with a results driven approach
- Computer literacy with capability in MS Office and Canva



BENEFITS

- A chance to do high-significance work in education (more access to excellent education for all children);
- The opportunity to build up your skills and develop yourself personally and professionally;
- Access to training and learning opportunities inside the organization and from our learning partners;
- An excellent working environment in a value-based organizational culture;
- Access to a global community of experienced and talented specialists and first-hand innovative approaches and models from the Teach for All network.





APPLICATION DETAILS

This is a full time position, based in Bucharest, with a hybrid approach on work (2 days per week at the office).

The selection process will consist in:

- Screening, based on resume and motivation letter;
- Interview with the Central Services Director (direct manager);
- Written assignment
- Online Interview with the CEO.

We will review the applications on an as we go basis. Please send your application to **office@teachforromania.ro** until **03rd of April 2024**.



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