



### *Vacancy at FWF*

Fair Wear Foundation (FWF) is an Amsterdam-based, international non-profit organisation working for fair labour conditions in garment factories worldwide. FWF verifies that its member companies implement the FWF Code of Labour Practices in their supply chain and that the management of factories treats its employees accordingly.

FWF has a growing number of staff, and several local expert teams in garment production countries. FWF is looking for an

### *HR Officer (24 hrs/week)*

The HR Officer will deliver active and proactive HR services to ensure organisational effectiveness by providing advice and support to FWF's Management Team, individual supervisors and all other employees. These services should enable them to enhance their performance through the implementation of HR policies and procedures in line with legal requirements, organisational standards and current best practices.

The HR Officer is active on a strategic, tactic and operational level. Part of the personnel administration has been allocated to the finance team. The HR Officer is accountable to the Director.

#### Requirements:

- Sound knowledge of - and at least 6 years' experience in- providing equivalent HR services
- Academic level of thinking and ability to develop plans and policies
- Profound knowledge of Dutch employment law
- Excellent communication skills verbally and in writing (Dutch and English)
- Natural authority
- Natural aptitude for building and maintaining strong relationships with colleagues
- Motivational, enthusiastic, respectful and flexible in person; possess cultural awareness and sensitivity and demonstrate sound work ethics.

We offer a salary in accordance with the Dutch government remuneration system (BBRA) scale 12.

Ideally, the candidate should start on 1 May 2017. If you are interested, please send your CV with cover letter to [vacancy@fairwear.org](mailto:vacancy@fairwear.org) no later than **27 February 2017**. We hope to interview candidates during the period starting on 27 February and ending on 17 March.

Please visit [www.fairwear.org](http://www.fairwear.org) for more information about our organisation. For more information about this vacancy, you can contact Erica van Doorn, director (+31-20-4084255)

Recruitment agencies are asked to refrain from approaching Fair Wear Foundation about this or any other vacancy.