

### **HR Manager (Junior Position)**

(part-time or full-time, Heidelberg/Germany)

You will join the Administration Team in a young, enthusiastic non-profit organisation with a diverse, international team of about 20 staff, including scientists, vaccinologists, experts in clinical trials and regulatory matters, project managers, and office support staff.

The contract will be unlimited and will start as soon as mutually agreeable.

**The European Vaccine Initiative (EVI) e.V. is dedicated to accelerating the development of vaccines for diseases of poverty and emerging infectious diseases.** We work with academic partners, pharmaceutical companies, public health institutes, WHO, the European Commission, and many other like-minded organisations across the world to discover and develop safe, effective, and affordable vaccines.

Visit our website [www.euvaccine.eu](http://www.euvaccine.eu) to learn more about us and what we do.

#### **What we offer:**

- An exciting area of responsibility with diverse challenges in a team-oriented atmosphere
- flexible working hours and partly home office
- 30 vacation days (based on a 5-day workweek), 2 child-care days per own child up to 12 years
- A sustainable orientation
- Good public transport connections
- Mensa (Universitätsklinikum Heidelberg)

#### **Your tasks and responsibilities:**

- Support and advice for staff and management on all personnel-related and labour law issues
- Administrative tasks in connection with the recruitment and other personnel measures
- Participation and support in the employee lifecycle from entry to exit, handling of other HR-related formalities
- Preparation of certificates, employment contracts, and references in correspondence to various contacts (e.g., health insurance companies), and tax authorities
- Payroll Management (Interface to payroll accounting),
- Personnel controlling and reporting (e.g., Employee Times Administration)
- Financial- and project audit support (personnel costs and contracts)

- Support Travel Management in the preparation of business trips abroad (secondment of staff) and project meetings or staff events
- Office management to ensure smooth day-to-day office operations, and communication with HD University Clinic administration

**Your profile/qualifications and competencies:**

- University- or Professional degree with a focus on human resources or labour law or similar qualification
- Good knowledge of social security law and labour law
- Experience in an international organisation
- Sound knowledge of MS Office
- Fluent in English and German
- Strong communication skills and strong organisational skills as well as a high degree of responsibility and reliability
- High level of service orientation, and problem-solving skills.
- Proactive work style

If you feel you possess the relevant skills, please send a Curriculum Vitae and cover letter explaining your suitability for the position and salary expectations.

**Applications with the requested information should be submitted in English and received no later than 31 March 2023.** However, we reserve the right to close the application process earlier in case a suitable candidate is identified.

**Applications or any questions related to the position should be sent by email to:**

Sten Larsen Finnsson, Director of Finance & Administration: [sten.larsen@euvaccine.eu](mailto:sten.larsen@euvaccine.eu) with **subject: 'HR Manager (Junior Position) application'**.