

VVOB - Education for Development – HR Officer

Who are we?

VVOB – education for development is an international non-profit organisation with over 40 years' experience in strengthening the quality of education systems in Africa, Asia and South America in close partnership with ministries of education and their institutions. Our head office is based in Brussels, Belgium.

We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. In striving for that ambition, we place our values 'commitment', 'integrity', 'respect', 'quality' and 'innovation' central.

Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?

We are looking for an HR Officer who will operate from our global office in Brussels, Belgium. Do you want to take on this challenge? Then continue reading!

Position in the organisation

The HR Officer is a member of the Global HR Team and reports directly to the Global Director of HR.

The Global Office HR team consists of the Global Director of HR, three HR Advisors and one HR Officer.

You collaborate closely with other members of the Global HR Team and (HR) colleagues across our offices.

Result areas of this position

- You coordinate end-to-end recruitment processes for global office positions and provide operational recruitment support globally where needed, ensuring a smooth, timely and candidate-centred experience.
- You provide administrative coordination and hands-on support for HR-related procurement processes, ensuring compliance with internal procedures and effective follow-up with suppliers and internal stakeholders.
- You execute and coordinate payroll and core HR administration for the global office, including contracts, personnel files, insurance, and HR admin. questions from employees.
- You provide general operational support to the HR team and HR domains where relevant, contributing to the smooth functioning of HR services and responding flexibly to evolving organisational needs.