



Water Air Food Awards

Human Resources Manager & Team Members: Engagement on Volunteer Role:

Wafa (Water Air Food Awards) a non-profit NGO headquartered in Copenhagen, has a dream that all people on planet Earth will have access to clean water, clean air, and healthy food. Wafa is looking for Manager / Team Members for the Human Resources department, for its current operations and expansion plans.

- Manager – More than 5 Years' Experience
- Team Members – 1 to 5 Years' Experience

ROLES & RESPONSIBILITIES FOR MANAGER:

- Develop a long-term HR strategy and operational protocols.
- Collaborate with leadership and Managers of other functional departments to help them define their HR needs.
- Recruit, select, orientate and train new Wafa volunteers.
- Periodically evaluate volunteers' performance and provide timely feedback and action plans.
- Keep past and current HR records.

ROLES & RESPONSIBILITIES FOR TEAM MEMBER:

- Provide support to HR Manager in all tasks.
- Act as contact person for volunteers in absence of HR Manager, for HR related issues.
- Ensuring HR paperwork is completed and processed in due time.

JOB REQUIREMENTS:

- Passion for environmentally friendly solutions to earth's challenges.
- Commitment to teamwork and consensus-decision making.
- Comfortable working in a volunteer organization and with a virtual team.
- Creative, energetic, and intrinsically motivated.
- Available a minimum of 4-6 hours per week or more, if possible.
- Excellent communication skills (English).
- Able to begin within one month preferably.

NOTE: You will be working remotely and will require access to a computer with a fast internet connection.

Regular Skype/Zoom meetings with the Wafa team are required. If you want to join us to help make our dream a reality, please email your CV/Resume to hr@wafaward.org

To know more about Wafa, please visit www.wafaward.org