

People and Culture Manager (80-100%)

Suyana Foundation is a private non-profit, politically independent, and denominationally neutral organization established in 2003 in Switzerland. Our vision is to empower people and rural communities sustainably. In Bolivia and Peru, we achieve this through implementing our own integrative local programs. In Switzerland, as well as in selected focus countries, we cooperate with partners for specific projects.

To support our strategic growth ambition, we are looking for a dynamic, passionate, and proficient **People and Culture Manager** for our Team in Zug with 3+ years of experience in the HR field, including a deep understanding of HR leadership responsibilities.

In this pivotal role, you will develop and implement HR strategies, policies, and projects aligned with our foundation's objectives, vision, and values. You will make a significant difference in further developing our team by taking ownership of all operational and strategic HR tasks across the foundation and ensuring their effective delivery. This position is based at our headquarters in the heart of Zug, Switzerland.

Key Responsibilities:

- **Recruitment and Talent Acquisition:** Design and deploy innovative strategies to attract top talent using the latest tools and trends.
- **Culture & Employee Engagement:** Cultivate a workplace culture that reflects our mission, strengthens collaboration and team spirit, and resolves conflicts professionally. This includes effective communication of HR initiatives, organising formal and informal team building activities and fostering positive connections within the entire team.
- **Coaching & Talent Development:** Develop a training and capacity building plan aligned with organisational needs and provide coaching for employees and management on all relevant personnel and management issues,
- **Administrative Oversight:** Manage employee lifecycle (e.g., onboarding/offboarding, social security, interface with the company's social partners, occupational health, employee's benefits), manage employee's records maintenance, absence management, ensure compliance with regulations (e.g. labour regulations, workplace health and safety compliance as well as employee privacy), and maintain HR policies.
- **HR Projects:** Lead HR-related projects to enhance organisational effectiveness and team development in coordination with local teams.
- **Performance Management:** Cultivate and foster a high-performance mindset, conduct annual appraisals, and oversee salary reviews.
- **Financial Management:** Prepare and control HR budgets in collaboration with all divisions and manage payroll.
- **Reporting:** Analyse HR metrics and trends and create insightful reports, as well as recommendations for management and the Board
- **Business travel support:** Ensure Suyana's travel guidelines followed and support employees to ensure travel safety and security.
- **Office Management:** Oversee various office management tasks aimed at enhancing the overall workplace environment.

Skills and Qualifications:

- Alignment with Suyana values and mission. Committed to work for a social purpose organisation and strong alignment with Suyana's values.
- Bachelor degree in Human Resources, Business Administration, Organisational Psychology or equivalent qualification in Human Resources
- 3+ years of professional experience in a comparable HR function, in a corporate or non-profit environment
- Strong and proactive communication, organisational and interpersonal skills
- Highly empathic team player and driven by an entrepreneurial mindset with a high level of commitment and flexibility
- Ability to handle confidential information with discretion and professionalism
- Fluent written and spoken German and English. Spanish is a plus.
- Proficiency with MS-Office
- Swiss/EU passport or valid Swiss work permit.

What Suyana offers:

In our exciting expansion phase, we offer a creative space for your ideas and impact. An open atmosphere for discussions, a high level of responsibility, and attractive working conditions are essential elements of our corporate culture. You can expect a highly motivated, diverse team of experts from various fields and a position with long-term development potential.

Join our mission in empowering people and communities sustainably and become part of our team! We look forward to receiving your complete application (CV, cover letter, certificates) in English by email to hr-schweiz@suyana.ch.