

Job opening: HR Generalist

We are EVPA, the investing for impact community.

EVPA is a unique network at the intersection of finance and purpose, driven by knowledge and focused on impact. We aim to increase prosperity and social progress for all, fix inequalities and injustices and preserve the planet.

We rally people, capital, knowledge and data to catalyse, innovate and scale impact. EVPA brings together a diverse group of capital providers (impact funds, foundations, corporate social investors, banks, public funders) and social innovators of all sorts – from household names to emerging new players.



Smart Impact

We mix breakthrough research, eye-opening data, actionable learning and honest experience exchange to ignite innovation and build capacity to match ambitions, forge solutions, break barriers and bridge gaps for a bigger, deeper and smarter impact.

Joint Impact

We build synergies that tackle critical social and environmental problems at scale – and change mindsets. EVPA platforms facilitate thematic and sectoral collaboration but our ground- and silos-breaking convening ability is our true superpower.

Transformative Impact

Enable real and lasting change – that’s EVPA approach. We take on big issues, study and celebrate systems change, call for transformative regulatory frameworks and optimised public funding. As we guide newcomers to the impact space, we promote impact transparency and integrity.

Building a European Impact Ecosystem. Investors for impact power social and environmental impact to build a better world. At EVPA, we join forces to build an impact ecosystem! In 18 years we went from eight to 300 members strong and truly European network. We built THE data hub for the impact space, trained 1,000+ people, produced standard-setting and bar-raising guidelines on investing for impact and impact measurement and management. We established a strategic presence in the EU policy settings and play a vital role in global impact cooperation. Not bad for a teenager!

Learn more evpa.ngo

Job Description

As HR Generalist your days are very diversified. You are the go-to person for all HR related matters. You have the liberty to develop and implement policies to improve the employee life cycle. Using your knowledge and tools, you will nurture and attract talent at EVPA. You will manage your own time and priorities; you are the Human Resources department of EVPA.

Roles & Responsibilities

- Together with the CEO, you oversee the implementation of Human Resources programs and are responsible for identifying opportunities and improvements.
- You continually study and develop HR policies and procedures.
- You are responsible for the recruitment, onboarding, the employee life cycle and offboarding of all EVPA staff.
- You assure that all procedures are documented and legally compliant and serve as the primary contact with legal advisers and relevant federal and regional authorities.
- You will collaborate with the employee and their manager in planning the individual's personal development.
- Together with the CEO and the Head of Finance, you make sure the company wage and salary structure, pay policies, and oversees the variable pay systems are properly implemented.
- You will input, check and oversee the monthly payroll administration, together with Partena.
- You will be the main contact for the insurance broker.

Skills & Qualities

- You have the necessary studies with a strong focus on Human Resources: Master or Bachelor.
- At least two years' experience in a polyvalent HR role.
- Good knowledge of Belgian social law.
- You have a good command of English and of French or Dutch.
- Both a strategic and analytical mind with a can-do mentality.
- Excellent people skills, comfortable and used to interact with diverse stakeholders
- Well-organised, result oriented
- Comfortable with working at pace, managing multiple priorities and uncertainties

What we offer

- A competitive salary package (13th-month salary, holiday pay, transportation and home office allowance, meal vouchers)

- Full-time position (open to a 4/5th)
- Flexible working hours and work from home policy
- Additional holidays
- Training and personal development budget
- Group health and pension insurance
- A friendly, open working environment

More information and how to apply:

Please visit [our website](#), [EVPA success stories](#) and our [LinkedIn profile](#).

Interested in applying? Please send your resumé with a cover letter to recruitment@evpa.ngo

Applications will be reviewed on a rolling basis, so we strongly encourage early applications. The application **deadline is 12 December 2022**. Once your application has been sent, we thank you not to get in touch. Only qualified candidates will be contacted for interviews. If you do not hear from us within two weeks of the closing date, please presume your application has not been retained on this occasion.

EVPA is an equal opportunity employer. We celebrate and practise diversity in all its forms and are committed to creating an inclusive environment for all our employees.