



CANADIAN CENTRE FOR VICTIMS OF TORTURE

Job Posting (Internal/External) Human Resources Manager

The Canadian Centre for Victims of Torture (CCVT) is looking for an experienced person to fill the position of Human Resources Manager. CCVT offers competitive compensation and benefits, and a flexible and supportive environment. If you are interested in knowing more about CCVT, go to www.ccvvt.org

Job Summary: Under the direction of the Executive Director, the Human Resources Manager provides guidance and human resources support on all issues related to strategic human resources decisions including but not exclusive to planning, policies and work culture. The position requires generalist human resources expertise.

This position reports to: Executive Director, **Employment Status:** Part- time Indeterminate. **Annual Salary:** 45,000- 50,000

Deadline Date to Apply: April 5th, 2019, **Open to:** Internal/External candidates

Location: 194 Jarvis Street, Toronto

Responsibilities: Human Resources Planning and Policies

- Provides input into strategic documents and plans
- Provides support to the Board of Directors Human Resources Committee
- Supports CCVT Management, colleagues and staff on all matters related to human resources
- Develops and implements plans to ensure colleagues are fully informed, equipped and supported in carrying out agency human resources activities
- Creates, administers and explains human resources policies, procedures, and standards to new and existing employees
- Develops and recommends operating policy and procedural improvements
- Develops internal communications strategies related to human resource matters

Recruitment and Selection

- Supports recruitment and outreach, makes recommendations regarding applicant qualifications, as required
- Prepares or updates employment records related to hiring, transferring, promoting, and terminating employees, ensuring proper approval
- Carries out exit surveys/interviews upon employee departure



Main 194 Jarvis St, 2nd Fl. Toronto, ON, Canada M5B 2B7 **T:** 416.363.1066 **F:** 416.363.2122 **E:** mabai@ccvt.org **Toll Free:** 1.877.292.2288

Scarborough 2401 Eglinton Ave. E. Unit 310, Scarborough, ON, Canada M1K 2N8 **T:** 416.750.3045 **F:** 416.750.4990 www.ccvvt.org

The Hub 1527 Victoria Park Avenue 2nd Fl. Toronto, ON, Canada M1L 2T3 **T:** 416.750.9600 **F:** 647.847.2339

Accredited to the International Rehabilitation Council for Torture Victims



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Charity no:
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Employee Relations and Development

- Oversees performance management processes
- Recommends, develops and schedules training for employees
- Addresses employment relations issues, such as work complaints and harassment allegations
- Explains benefits and refers employees to related services, contacts and resources

Legislative Compliance

- Monitors legislative updates and standards to ensure compliance
- Develops, administers and monitors health and safety programs,
- Supervises payroll personnel, liaises with accounting as required
- Special projects and duties as assigned

EDUCATION/QUALIFICATIONS/EXPERIENCE

- University Degree or College Diploma in Human Resources Management or in a related field with a specialization in human resources management
- Minimum 2 years' experience as a generalist in human resources management
- CHRP designation is desirable and an asset
- Solid experience in non profit environments
- Bilingualism is an asset
- Computer proficiency in MS Office programs and Ceridian payroll

CORE COMPETENCIES

Teamwork

Develops relationships of trust and respect with CCVT colleagues and staff; favours a collaborative approach. Consistently delivers impactful messages that shape communication to influence others. Can work both independently and as part of a team in a fast-paced environment. Thrives in a multidisciplinary, culturally diverse workplace.

Please send cover letter and resume to the attention of:

Mulugeta Abai, at mabai@ccvt.org



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**United Way
of Greater Toronto**
Without you, there would be no way.

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