

People Operations Officer

Duties and Responsibilities

- Analyse organisation structures, procedures, processes, and the utilisation of volunteer staff members to identify areas of improvement and increase efficiency.
- Contribute to the restructuring of portfolios/sections/teams to align activities with organisational objectives and increase efficiency.
- Document and analyse workloads and processes and present progress reports to the organisation's management board.
- Optimise personnel utilisation by increasing cross-functionality and interdepartmental cooperation.
- Measure the impact of interventions on staff performance, efficiency, employee retention, and job satisfaction.
- Prepare paperwork for HR policies and procedures, onboarding packages for new hires, and offboarding packages for the leaving members.
- Maintain and update matters on staff databases, prepare and oversee all recruitment processes, and host the STEAR General Assembly.

Hours of Commitment: 3-5 hours/week

Duration: April - December 2025, with a possible extension

Report to: People Operations Manager

Qualifications

- Age 18 - 30 (Student, Recent Graduate or Young Professional)
- Excellent command of spoken and written English, with a proven ability to communicate effectively orally and in writing
- Experience working in a multicultural organisation
- Good planning and organisational skills
- Strong computer skills including knowledge of Microsoft Word, Microsoft Powerpoint, and Microsoft Excel
- Strong Data Management Skills
- Preferably familiarity with HR processes and procedures.
- Interest in Asia-Europe relations and related affairs

What STEAR has to offer

- **Impact:** The opportunity to develop your skills and ideas in the first youth think tank focussing on Eurasia.
- **Network:** An international network of curious students and young professionals across Eurasia.
- **Opportunities:** Access to STEAR's internal trainings and events,
- **Career:** Boost your CV and receive a certificate or letter of recommendation at the end of your time at STEAR.

How to apply

Please submit the [application form](#), including your CV and your cover letter.

If you have any questions about this role, please feel free to email stearvpia@gmail.com

