

Recruitment & Crewing Officer At SOS Méditerranée

Major Duties and Responsibilities :

SOS MEDITERRANEE is currently looking for a **Recruitment & Crewing Officer**.

Under the management of the HR and Finance manager, the recruitment and crewing officer ensures the recruitment, the crewing and evolution of SOS MEDITERRANEE's onboard team in close collaboration with the technical departments. S/he also contributes to the implementation of the HR policies and processes and to the quality of the HR management in her area of intervention.

Mission 1: Recruitment

- Ensure the conformity and the quality of the recruitments by coordinating the recruitment process and supporting the managers throughout this process.
- Ensure the different steps of the recruitment process are followed by the different hiring manager
- Execute the HR actions of the recruitment process (advertisement, longlist, interviews, reference check etc.)
- With the HR&Finance manager, establish the candidate's salary when requested and communicate the job offer to the candidate
- Maintain clear, timely, and professional communication with applicants
- Conduct HR briefings for new employees

Mission 2: Crewing

- Elaborate crewing plan for future rotations ensuring matching between outreach, operations needs and pool management, and submit for validation to the concerned technical department
- Verify that all onboard personnel have the necessary valid training and certifications, ensuring compliance with operational and regulatory requirements.
- Communicate the necessary information to the onboard crew
- Manage the crew change and coordinate port call movements
- Prepare all necessary documents for the bridge team relative to the crewing
- Maintain regular contact with the onboard team members and pool members to keep track of their availability and readiness to onboard.
- Communicate port-call information details to partners and visitors
- Assist in the preparation of the access lists to Port when necessary
- Communicate all the crewing information to the HR&Fin officer for contractualization of onboard crew

Mission 3: Strategy

- Participate to the implementation of the HR strategy
- Implement the HR processes and policies of her/his scope of activities
- Propose improvements related to the HR processes and policies
- Participate to the monitoring of the HR risks
- Contribute to the development of middle term and long-term HR projects and policies

Mission 4: Professional development

- Facilitate the realization of the performance evaluation process
- Participate to the definition and the implementation of the annual training plan
- In collaboration with the Learning and Development coordinator and the technical managers and contribute to the career pathway definition of the onboard team
- Contribute to the definition and implementation of skills development initiatives, in collaboration with managers and L&D.
- Contribute to the assessment of the proposed training initiatives
- Upon request, participate the realization of HR exit interview for each end of contract
- Ensure the realization of debriefings for onboard employee when required

Mission 5: Quality life at work

- Participate to the monitoring of onboard staff quality life at work, and report any alert to the HR and Finance Manager
- Participate in the implementation of any action plans linked to QLW
- Report to the HR manager any critical situation

Mission 6: Reporting

- Contribute to the HR requested reporting and dashboarding of the HR department

Qualification and experience:

- Diploma of higher education (DUT), bachelors BA or BSc in HR management or social sciences, economy
- Master degree in human resources management
- Previous work experience of minimum 2 years in human resources and/or crewing related position
- Previous experience working with manning company and international contracts

Skills:

- Recruitment, training and professional development, employee administration
- Good understanding of humanitarian principles and ethics
- Knowledge of maritime law
- Ability to organize her.his work and to work in team
- Adaptability, Rigor and Autonomy
- Stress management skills
- Sense of confidentiality and respect of professional secrecy
- Good active listening skills and ability to use non-violent communication
- Ability to take some steps back
- Ability to analyse, synthesize and formalize
- Proficient with Ms Office, Teams, HRIS, Google forms

Language:

- Fluent in English and French (spoken and written).

Conditions:

- Type of contract : Open-Ended Contract (CDI)
- Location of the position: Marseille office
- Earliest starting date: April 14th and Latest starting date: May 12th
- Salary : From 2400 € to 2800 € gross/monthly according to the type of contract
- On-call duty on week-ends will be required every two weeks
- European travels to be planned every 6 to 12 weeks
- Food Vouchers (60% taken in charge by the employer)
- Complementary health insurance (100% taken in charge by the employer)
- **Deadline for applications: March 9, 2025**

How to apply

To apply for this role, please fill in the form and upload your **resume and cover letter in english**, by **March 9** the latest : [Application form Recruitment & Crewing Officer](#)

Kindly note that no information will be given by phone.

When you apply for a job, we collect and store your personal data within our recruitment department for the administrative management of applications and the recruitment process. The purpose of the information requested as a candidate for employment is to assess the professional qualities and skills of your application, to the exclusion of any other purpose. The legal basis for this processing is to obtain your consent and for pre-contractual measures for the employment contract. If your application is successful, this data will be kept for the duration of your contract. If your application is not successful, this data will be deleted immediately unless you advise us otherwise. In accordance with the French Data Protection Act of 6 January 1978 and European regulations, you may access your personal data, rectify it, request its deletion or exercise your right to limit the processing of your data. You can request more information and exercise your rights at any time by contacting SOS MEDITERRANEE France, CS 20585 - 13294 Cedex Marseille 06.
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