

Job Vacancy Description:  
**Human Resources Manager**  
*Reference: 22/015*

## 1. The company

Trama TecnoAmbiental (TTA), with headquarters in Barcelona (Spain), is an international engineering and consulting firm in business since 1986 in the field of renewable energies and specialized in distributed generation and energy access for development. TTA's multidisciplinary team has extensive experience at both technical and management levels and has been exposed to many international projects all over the world.

With its more than 30 years of experience, **TTA offers a full range of cross-cutting engineering & consulting services** for all kinds of renewable energy and energy access projects, such as:

- *Consultancy in energy access and renewable energy projects (off-grid and on-grid).* Project identification and evaluation; Technical and Economic feasibility studies; Assessment of renewable energy sources, Engineering studies; Social and environmental impact assessments; Owners Engineering services; Preparation of technical specifications and bidding documents; Support during procurement; Construction supervision; Monitoring services; Operation and Management services; Project promotion and dissemination.
- *Engineering Procurement & Construction (EPC) of micro-grids.* Design, supply, installation and commissioning of micro-grid projects.
- *Energy efficiency and green buildings.* Evaluation, design and monitoring of energy efficiency projects; Energy auditing; Integration of renewable energies into buildings and green building practices.
- *Institutional, Policy and Regulatory Support.* Design of rural electrification policies, programmes, strategies and action plans; Policy development and planning; Development of business models and tariff schemes; Market potential assessments.
- *Product development.* Development of products specific for renewable energy and rural electrification projects.
- *Capacity Building.* Capacity building and specialized trainings.
- *R&D.* Publication of articles, documents, guidelines, case studies, and presentations at international conferences.

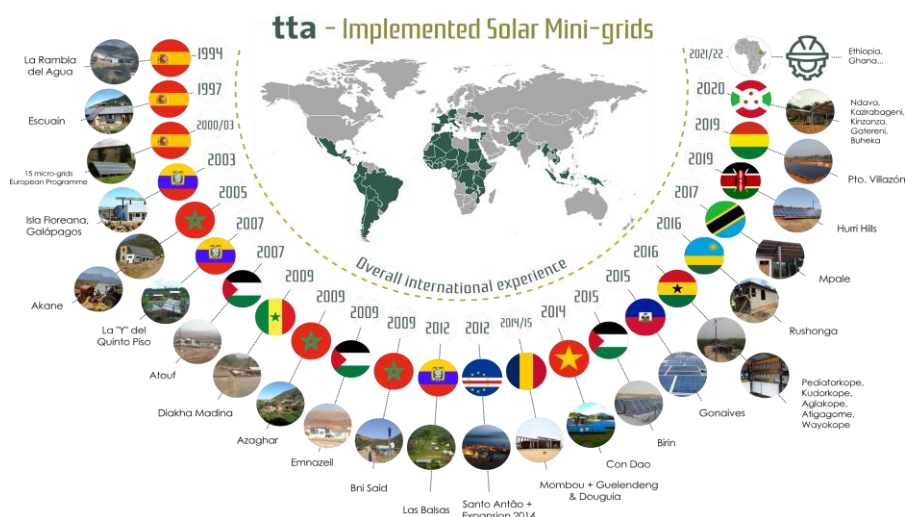
TTA is a **pioneer firm in renewable energy-based generation and solar PV Hybrid mini-grids.**

At the forefront, TTA was the driving force for the implementation of the first micro-grid projects in Spain in the early 1990s, and later on applying its expertise in Latin America, Africa and the Mediterranean. TTA has implemented mini-grids as EPC contractor in Ghana, Chad, Cape Verde, Ecuador, Palestine, Morocco, etc. some of which have been operated and maintained by TTA. Having collaborated in various tasks of the International Energy Agency (IEA), TTA was awarded with the EUREC Technology Prize 2001 "for developing excellent system technology for rural electrification based on renewable energy sources, combined with an innovative, user-oriented approach for its implementation". Furthermore, in September 2015, TTA was awarded with the Prize "Off-Grid Experts Awards" by the company Off-Grid Phaesun together with ARE (Alliance of Rural Electrification), for excellence in the performance in the field of Off-Grid power supply, in the Category A "product" for TTA's "Electricity Dispenser", an advanced meter for mini-grids.

In terms of **publications**, TTA has been the main contributor of the IRENA’s Innovation Outlook: Renewable Mini-grids (2016) and is author of the World Bank’s ESMAP Benchmarking study of Solar PV mini grids investment costs (2017 & 2018). TTA’s first hand field experience in the Operations and Maintenance of Mini-grids has been used by IRENA’s Policy Toolkit. These are just some of the latest references in which TTA has participated.

Another significant milestone in the sector is TTA’s lead organization of the **International Conference on Solar Technologies & Hybrid Mini Grids to improve energy access**, a relevant sector event conducted on October 2018 in Mallorca (Spain) and which was supported by renowned organizations such as the ESMAP, World Bank, EnDev, the GIZ or SNV.

**TTA’s track record** in the field of Renewable Energies and Rural Electrification is demonstrated by the extensive list of projects carried out around the globe for project developers, contractors, power utilities, governments as well as all major International Organizations such as the World Bank, IFC, UNDP, UNOPS, UNIDO, UNICEF, GEF, UNESCO, IDB, OAS, European Commission, AECID, GIZ, KfW, and other cooperation and development agencies, NGOs, local communities and individuals.



TTA is also a member of and collaborates with the following organizations and Groups. TTA is a founding member of the **Alliance for Rural Electrification (ARE)** and TTA’s Director served as Board member for three years until 2015.



Further detailed information on the work of TTA can be found at: [www.tta.com.es/en](http://www.tta.com.es/en). Please see some of our Microgrids projects: <https://youtu.be/Z21tenW9YXE>, <https://youtu.be/NlbFpRHK8YU>.

## 2. Job description

TTA is seeking a dynamic **Human Resources Manager** to support the ADMIN &HR Director. Being the interface with all the TTA's employees, the candidate will **champion in team working, HR systems, and active listening**.

You are **passionate about human development**, and you are motivated to pursue a career in the field of energy access with renewable energy and development cooperation, in a multi-cultural and multi-disciplinary team.

The selected candidate is someone who enjoys **human relations**, promoting a fruitful and motivating work environment among team-members, and can thrive in a complex HR environment, with internal and external human resources dedicated to an extensive portfolio of projects. Collaboration and **teamwork**, innovation and encouraging **personal growth**, attraction and selection of new **talent** will be main responsibilities of this position.

## 3. Responsibilities

The candidate will work in the following areas and will have the following responsibilities:

### A. TTA's employee management (50% of the time)

1. **Administrative routine:** To implement overall HR strategies, systems, tactics and procedures across the organization in headquarters and local offices:
  - Payrolls, Contract management, Insurances, ...
  - Office environment
  - Holidays management
  - Working hours in ERP
  - ...
2. **Empowering High-performance teams:** In coordination with the head of administration, and office manager, to support unit managers by being a driving force in all related aspects of HR management.
3. **Engagement of top talent:** To develop and maintain methods and procedures for the team to work sustainably and nurture a positive working environment. To design a balanced retention scheme based on extrinsic motivations and focused on cultivating intrinsic motivations. This can include but not be limited to: Team building, conflict resolution, developing extra-work activities empowering knowledge of employees (Qigong, yoga, speeches, ...), event management, ...  
Objective: Increase the average working duration in TTA for top talent.
4. **External experts:** To organize, manage, and keep up to date CV database, relation with key external experts, evaluation, ... To develop and maintain methods and procedures to ensure long term partners' loyalty.
5. **Interface:** To bridge management and employee relations by addressing demands, grievances or other issues:
  - **Performance review:** To oversee and manage a performance appraisal system that drives to high performance.
  - **Anytime problems:** To be part of TTA's service desk, focused on suggestions, personal complaints, and to support the Office Manager.
6. **Internal communication:**
  - To organise meetings and channels to inform about news (contracts awarded, new employees, ...).

- To lead the Community management fostering global team participation.
- To facilitate off-boardings and final communications.
- 7. **Training Plans:** In collaboration with the Knowledge Unit Manager, to create and implement learning and development programs and initiatives that provide internal development opportunities for employees.
- 8. **Prevention** of Labour Risks, and to develop safety procedures for trips.
- 9. **Enforces company policies compliance:** To maintain compliance with local employment laws and regulations and recommended best practices. Reviews policies and practices to maintain compliance: organization chart, code of conduct, gender, security procedures, ...

#### **B. Talent acquisition (20 % of the time)**

- To manage the talent acquisition process (employees and external experts), which may include real needs analysis, job description, recruitment, interviewing, candidates, etc., including coordination of onboarding processes.

#### **C. Complementary activity (30% of the time)**

Depending on the profile, skills and motivation of the candidate, she/he may support in other areas.

Here are some few examples of TTA's current needs, but the candidate can bring ideas and other options:

- To foster efficient and sustainable remote work and management culture
- To organize and manage events to boost brand awareness
- To set, plan, and implement social media and communication campaigns and strategies
- To provide engaging text, image, and video content for all social media and professional accounts
- To analyze web traffic and relevant community metrics
- To support maintenance of Customer Relationship Management software

## **4. Profile**

The ideal candidate for this position will have the following competences:

1. **Educational Background.** A Bachelor's degree in Human Resources, Business Administration, or related field required.
2. **Previous Work Experience.** Minimum 2 years of experience in human resource management.
3. **Languages.** Fluency in Spanish and English is mandatory. Fluency in Catalan and French will be an advantage.
4. **Tools.** Excellent command in Microsoft Word, Power Point and Excel are required. High learning agility with collaboration tools and emerging digital technologies, including social media. Good experience in using project management tools, ERPs, etc. is highly desired.
5. **Skills.**

- **Motivating skills:** able to **encourage and build team spirit** among staff, bringing about mutual respect and cooperation
- Excellent interpersonal and community management skills
- Ability to deal with complaints and resolve disputes and conflicts
- Ability to act with integrity, professionalism, and confidentiality

## 5. Conditions

- **Salary and benefits:** TTA offers this position in a dynamic, multi-cultural and multidisciplinary environment, with possibilities of partial remote work, flexible working hours and conciliation of personnel and professional life. Salary to be discussed.
- **Dedication:** Depending on the profile full-time or half-time can be considered.
- **Starting date:** Immediate.
- **Position based in:** Barcelona, Spain.

**Apply** >> If you are interested in applying for this position, please click on the following link where you will find the procedure to follow (upload CV and fill-in form): <https://goo.gl/forms/i05SOg847G7bsybE3>

**IMPORTANT NOTE: On top of the CV to upload, please add a cover letter explaining what you could bring in the “Complementary activity (30% of the time)” and how.**

Only shortlisted candidates will be contacted.