



Deputy Director, Human Resources, Social Impact, Arlington, VA

Social Impact is a global development management consulting firm. We provide monitoring, evaluation, strategic planning, and capacity building services to advance development effectiveness. We work across all development sectors including democracy and governance, health and education, the environment, and economic growth. Since 1997 we have worked in over 100 countries for clients such as US government agencies, bilateral donors, multilateral development banks, foundations, and nonprofits.

Please apply for this position on Social Impact's website found [here](#).

Position Description:

SI seeks an experienced Deputy Director of Human Resources to develop and implement best practice human resource management in employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, employee relations and retention, AA/EEO compliance. The duties described in this position apply to US-based staff and expatriate staff based overseas. The Deputy Director manages the HR Assistant. This position reports to the Director of Human Resources. The Deputy Director will serve as acting Director in the Director's absence.

Responsibilities:

Employment Processing

- Directs separation and exiting of employees;
- Maintains employee personnel and benefits records; ensures accuracy, completeness and security of files.
- Maintains company organization charts and the employee directory; maintains human resource information system;
- Compensation: maintains job description library;

Performance Management: leads the performance review process; provides staff training and consultation on performance management; ensures compliance with performance management policies and procedures.

Health and Welfare Benefits:

- Implements, communicates and administers the corporate employee benefit programs such as health insurance, professional development, disability insurance, life insurance, retirement programs, worker's compensation and other plans;
- Acts as main point of contact for benefit plan providers and vendors, ensuring prompt replies to vendor information requests and processing of invoices and timely addition/removal of employees;
- In conjunction with HR Director, identifies programs/initiatives that are competitive in the industry and geography, and frequently benchmark best practices to position SI as an employer of choice.

Employee Relations: Advises and coaches employees on personnel-related issues; proactively assists managers in successfully handling employee relations issues;

Strategy: participates in developing department goals, objectives and systems; works with HR Director to identify and track key metrics and assist in developing timely reports on results and trends to Senior Management.

Policies and Procedures: provides guidance to employees on personnel policies and procedures; ensures compliance with personnel policies and procedures; recommends improvements to personnel policies and procedures.

Compliance: Maintains compliance with federal, state and local employment and benefits laws and regulations; directs the EEO, Veteran, Equal Pay annual reporting; assists with the implementation of affirmative action programs.

Other duties as assigned.

Qualifications:

- Master's degree and at least 5 years' relevant human resources experience or equivalent in education/experience.
- Supervisory experience.
- Human Resources Certification (PHR or SPHR) a plus.
- Experience with USAID contracts or cooperative agreements.
- Knowledge of Department of State Standard Regulations on Allowances.
- Highly detailed oriented.
- Strong leadership ability, excellent written and verbal communications skills and organizational skills and the ability to work with all levels of employees and management.
- Demonstrated integrity and confidentiality
- Able to multi-task, prioritize workload, and meet strict deadlines.

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Come join our energetic and innovative team! We offer you the opportunity to play a leading role in the growth of our company, work as part of a creative and committed team, and make a difference in the well-being of our world.

To learn more about Social Impact, please visit our website: <http://www.socialimpact.com>

SI is an EEO/AA/ADA Veterans Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Only selected candidates will be contacted for an interview. Please, no phone calls.