



Expanding Opportunities Worldwide

Job Description

JOB TITLE: Director of Human Resources	DATE: June 2017
LOCATION: Washington, DC	DIVISION: Human Resources
SUPERVISOR: Quanita Pokolo-Hassell	GRADE: 6
EXEMPT: X	NON EXEMPT:

SUMMARY:

This position is responsible for the management of the HQ Human Resources department and headquarters activities and reports to the VP of Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage employee relations activities that establish and maintain good relationships between HR and ACDI/VOCA employees. Consult with employees to resolve employee concerns.
2. Manage the performance evaluation process AchieVe, including communication, tracking and implementation of salary changes. Review and approve introductory and overseas employees' reviews.
3. Manage the design and implementation of procedures and practices that ensure ACDI/VOCA's compliance with all district and federal regulations related to Human Resources, including analysis, posting, tracking and reporting. Administer affirmation action program.
4. Manage the HRMS system to ensure it meets the needs of the organization.
5. Ensure HR payroll related functions are carried out efficiently and in accordance with organization policies, and procedures.
6. Oversee the HR onboarding process in a way that ensures new employees have the resources to be successful.
7. Participate in cross-cutting activities that help ACDI/VOCA achieve its objectives and foster good working relationships with other departments.
8. Supervise HR staff, as assigned, including developing talent within the department.
9. Interpret and communicate policies, processes, and procedures. Recommend policy changes and clarifications to VP of Human Resources.
10. Provide advice and counsel to supervisors regarding personnel practices, policy, and employment law. Provides guidance as to appropriate actions.
11. Oversee the recruitment process to ensure effective hiring for a variety of staffing levels.
12. Conduct exit interviews, summarize findings, and discuss trends and concerns with VP of Human Resources.
13. Responsible for tracking HR data and reporting, as necessary. Responsible for analyzing trends in workforce strategies.

14. Ensure compliance with state and federal employment regulations. Monitors regulatory changes that affect ACDI/VOCA and revise policies and procedures that conform to regulations.
15. Liaise with government regulatory agencies, including the Department of Labor, EEOC, and Homeland Security.
16. Under the direction of the VP of HR, prepare reports for senior management and coordinate special projects.
17. Responsible for additional duties and responsibilities, as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. While the requirements listed below are representative of the knowledge, skills, and/or ability required; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Human Resources or related degree.
- Minimum 8 years of generalist experience in a Human Resources department with management responsibilities.
- PHR/SHRM-CP and/or advanced degree highly desirable.
- Must have experience in one of the following areas: international human resources, government contracting environments, or non-profit environments.
- Must be able to demonstrate excellent analytical, tactical, and written and oral communication skills and the ability to take a leadership role in a highly functioning, dedicated team.
- Proficiency in Word, Excel, PowerPoint, and HRMS are essential.
- Experience with UltiPro desirable.
- Language skills in Spanish or French highly desirable.
- Ability and willingness to travel to developing countries.