

Director of Human Resources and Administration

Location: United States

Division: Human Resources

Status: VA-Based Full Time

Position Number: 17:175

Project Description:

The Director is responsible for providing overall leadership to HR and Administration function's development, planning and implementation.

Job Responsibilities:

The primary job responsibilities of the Director, Human Resources and Administration include, but are not limited to:

- Develop creative practices and programs that identify, source, assess and hire the best talent to meet changing and evolving business needs;
- Set and lead towards a vision for exceptional talent practices at all levels of the organization to meet current and future staffing needs;
- Execute the recruitment strategy effectively ensuring the right talent is ready at the right time and influence the entire recruitment process to provide direction on talent needs;
- Understand the programmatic and operational objectives;
- Drive employee engagement in working with executive leadership to develop effective internal communications strategies, processes, tools, and training to promote morale and productivity;
- Execute talent management programs including performance management, training, total rewards, global benefits, surveys, and compensation
- Provide metrics to management to allow for better managing of teams.
- Coach and advise on a wide range of core human resource functions including organizational design, HR policies, and best practices;
- Lead the development and execution of Human Resources strategic and annual plans in alignment with the organizational goals, and mission;
- Ensure compliance with federal, state, and local laws and best practices in HR and administration procedures so that they are efficient, accurate, timely, and responsive;
- Manage the Corporate Insurance policies
- Responsible for HR and Administration department budget; review and negotiate HR-related contracts and agreements; and
- Oversee all matters relating to facilities and administration, including building lease, front desk, supply resource management and records function.

POSITION SCOPE: Serves as primary department representative and leads Human Capital endeavors of the organization Ensures compliance with IFES, USAID and other donor rules and regulations. Provides broad oversight and expertise in the development of organization initiatives to assure successful achievement of goals and objectives.

DECISION MAKING/PROBLEM SOLVING: Evaluates risk factors with potential to disrupt achievement of strategic goals and sets appropriate course of action in response. Investigates and analyzes current information from various sources on various HR functions to inform decision making and the development of protocols and procedures. Oversees implementation of labor strategies to track and mitigate risk and its potential impact

FISCAL RESPONSIBILITY: Authority to establish and implement procedures for managing departmental fiscal resources. Ensures the completion of department tasks in a timely manner and within the allocated budget. Ensures compliance with IFES, USAID or other donor rules and regulations, particularly with regard to fiscal management. Oversees preparation and presentation of compliance documents/ reports internally and externally.

RELATIONSHIPS: Serves as primary department representative of IFES with local and international actors. Manages and maintains collaborative working relationship with senior level stakeholders within and outside IFES to ensure timely and successful achievement of goals and objectives.

SUPERVISION EXERCISED: Department supervision.

Qualifications:

Education: Bachelor's degree is required; a relevant advanced degree is preferred

Experience: Minimum of 10 years of HR experience across a range of competencies and 3-5 years of experience managing a team and being in a leadership role. Proven track record of meeting ethical and confidentiality guidelines. Significant management experience. Experience managing and communicating organizational change. Relevant work experience developing effective programs to support the initiatives of a global organization. Proven success sourcing and recruiting in a high volume environment. Experience recruiting and sourcing for all roles in a global environment - senior leadership through entry level position.

Related Skills or Knowledge: Excellent verbal and written communication skills. Excellent presentation skills. Ability to manage high energy teams; prioritize and oversee multiple activities in a fluid and

dynamic environment. Experience with and knowledge of US and global benefit plans. Experience with and knowledge of state/federal employment and labor laws. Strong knowledge of the entire recruitment function - talent acquisition practices, principles and applications including attraction, interviewing and assessment.

Experience working in a non-profit, human rights, or advocacy organization preferred. Able to manage a diverse group of individuals internationally while promoting diversity and inclusion within the organization. Field experience a plus. Ability to travel globally required.

LANGUAGE SKILLS: English required. Proficiency in another language a plus.

TRAVEL: Travel required up to 10-20% of time

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Standard office work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

To Apply:

You must go to www.ifes.org to the Careers section and apply online. Applications are only accepted in this way. Make sure you upload all papers together (ie. cover letter and application, etc.). Resumes are only reviewed and accepted if submitted through our careers page.

Direct Link:

<https://www.vs4.vscyberhosting.com/ifes/?adata=EIKpw0LfTu8nBHKxLW6IMROEj0HPRpKinapCKaBIzEu6Uw%2b%2bN9Qlj5eCyDgR7VFH0Pw3ZKXtCeAEfnXXZO4pVOxINRYD2MiAPEjD8hmWs8pyK2GH7TZSgeU1GT9ly%2fSAY0TxZGypX%2bwnCjCXqFLV8MqgHzHrSfGbpq8d0aq90x9NK%2fbx7%2brfKXulQ%2byqHHleqxlI8AHZ0iWwljgbXaUDA%3d>