

Chemonics is seeking a Director/Human Resources Business Partner (HRBP). The Director/HRBP consults and advises the Supply Chain Solutions (SCS) business unit on HR strategies, programs, initiatives, and policies and practices in the full spectrum of HR functions for the Crystal City office. The Director/HRBP collaborates and works closely with functional HR departments within the Human Resources Division to meet the region's objectives. The Director/HRBP will provide key support in the areas of recruitment, performance management, and training to the region. The Director/HRBP works closely with senior leaders and general SCS employees to improve work relationships, build morale, increase productivity, determine staffing and training needs, and to enhance the retention of staff.

**Responsibilities:**

***HR Leadership:***

- Provides consultation and collaboration across the full spectrum of HR issues, providing feedback to and linkage with all functional components of Human Resources.
- Builds and manages strategic relationships to proactively facilitate effective information flow, decision making, and actions all on human resources issues across the unit and project levels.
- Provides the highest standards of customer service and serves as the 1<sup>st</sup> point of contact for all HR issues and coordinates with other HR functions to ensure cohesion with corporate practices, procedures, policies and processes.
- Supports and ensures that the annual salary adjustment process, promotion, and equity reviews for assigned unit are occurring.
- Serves as a bridge between SCS and the headquarters HR division to ensure program requirements inform the HR strategy and that the HR strategy is relevant to the program and operational areas.
- Plans and leads organizational design projects to streamline and implement new structures, roles, and/or processes that create speed and efficiency and support rapidly shifting business demands.
- Conducts HR needs assessments across SCS and makes recommendations for interventions where needed based on HR best practices.
- Provides direct and indirect supervision, mentoring and coaching to cross-functional HR professionals for the SCS business unit.
- Engages in solving HR problems by gathering facts, conducting proper consultations, and responding appropriately to each situation while working towards solutions that meet both the client and Chemonics' needs.
- Coach senior leaders on HR policies and processes, including talent planning, learning and development, and performance management to promote engagement and a culture of continuous growth and development.

***Recruitment:***

- Provides oversight of SCS recruitment function in partnership with the headquarters director of recruitment.
- Collaborates with SCS leadership and the director of recruitment to identify and prioritize current and future talent needs.
- Ensures appropriate sourcing and recruitment strategy to meet staffing needs in a timely manner.
- Effectively engages, consults, and collaborates with recruiters and managers meet the talent acquisition needs for the organization.
- Works closely with the headquarters Compensation and Benefits team to level new position descriptions and determine appropriate salary ranges.

**Performance Management:**

- Partners with the headquarters Employee Relations Department (ERD) and the Global HR (GHR) Department to resolve complex and sensitive employee relations matters, conducting investigations, and applying relevant laws, policies, and past practice to mitigate risk for the company.
- Monitors and ensures that performance reviews and performance discussions are completed on a timely basis.
- Works with leadership to ensure SCS fosters and demonstrates a workplace inclusive of creating opportunity, serving others, building trust, innovation and exceeding expectations through good management practices.

**Training:**

- Assesses employee training and development needs based on project and regional needs to help close gaps between current and future skill sets.
- Enhances organizational learning and development by facilitating HR related training programs and group discussions on various topics for staff and management.
- In partnership with the headquarters Lifecycle team, develops an effective orientation/onboarding program for SCS.
- Develops training materials based on growing trends in human resources and how Chemonics can apply best practices and mitigate or reduce potential liabilities.

**Qualifications:**

- Minimum 8 years of progressive human resources experience with at least 4 years international experience preferred.
- Bachelor's degree required.
- Strong knowledge of company's main client, USAID, and its operations, required.
- Demonstrated ability to interpret and effectively apply US and international employment laws.
- Ability to solve complex technical, managerial, or operational problems and evaluate options based on relevant information, resources, well-rounded experience, and knowledge.
- Experience living or working in developing countries preferred.
- Willingness to work overseas for up to 4-8 weeks per year.
- Demonstrated ability to communicate clearly and concisely, both orally and in writing,
- Strong knowledge of MS Office applications.
- Ability to work both independently and as part of a team and demonstrated integrity, independent thinking, judgment, and respect for others.

**Application Instructions:**

Please apply through our Career Center at

<https://chk.tbe.taleo.net/chk05/ats/careers/searchResults.jsp?org=CHEMONICS&cws=1> by May 29, 2017. No telephone inquiries, please. Only finalists will be contacted.

Chemonics is an equal opportunity/affirmative action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.