



## **JOB ADVERTISEMENT**

# **MANAGER, HUMAN RESOURCES**

Full-time staff position based in the US.

**February 2023**



## Introducing Integrity

*Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.*

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programs and consulting assignments to a wide range of government clients, international organizations, foundations and private sector clients.

**Vision:** Integrity sets the international standard for ethically delivered expert services in complex and challenging contexts. Our work helps create stability, accountability, and prosperity.

**Mission:** Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

**Commitment:** Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

## Scope of Work

The Human Resources Manager position is a full-time position. The primary responsibility of this position includes management of a domestic and international benefits and compensation program, recruitment, employment law advice, performance management, policy and procedures, and all facets of an HR function at a complex global organization. The position is based in the US and reports to the Vice President, Human Resources, and works closely with business areas to build and maintain an efficient operational Human Resources function.

## Terms of Reference

### Personnel Management and Advice (50%)

- Implement and maintain efficient and effective workflow processes for HR services including recruitment, on-boarding, career development, promotion, training and terminations.

- Establish and foster positive relationships with employees, managers, executives, at all levels of the organization and external stakeholders while maintaining extreme confidentiality.
- Provide management coaching and support line managers on employee related issues such as performance management, employment law, employee relations (grievance and discipline) and terminations.
- Support the Diversity and Inclusion (D&I) management plan, including working closely to ensure that D&I is embedded in HR processes at project and home offices.
- Support the maintenance of employee engagement initiatives including Employee Representative process.
- Oversee personnel records management and liaises with finance staff on payroll changes and ensures that HR records are appropriately retained. Complete required state and federal reporting.

### HR Policy & Process (25%)

- Create HR policies, procedures, handbooks and guides. Communicate changes and interpret new policies to employees and managers.
- Coordinate domestic, expatriate and Third Country Nationals benefits renewal process, including working with brokers and vendors. Keep abreast of benefit trends in the market and administer benefits, rewards and related inquiries.
- Maintain and manage relationships with HR vendors to ensure optimal service delivery.

### Project HR Coordination and Oversight (25%)

- Provide HR expertise and specialized support for the Company to US based and country projects teams including but not limited to, maintenance of home and country handbooks, compensation benchmarking, employee relations, regulatory compliance, recruitment and contracting ,retention strategies, learning and development and leave administration.
- Continuously learn and apply strong working knowledge and application of federal government contracting HR requirements such the Office of Federal Contract Compliance Programs (OFCCP) and the Federal Acquisition Regulations (FAR).
- Coordinate with relevant Finance Office and Field staff to ensure that HR information relevant to country office HR is transmitted and maintained in a timely and collaborative manner.

## Your Experience and Expertise

The candidate will have:

- SPHR/PHR certification.
- Desirable experience in USAid or International HR Management.
- Bachelor's degree from a four-year college or university or similar work experience required.
- 5+ years of experience in progressively responsible human resource roles.
- Experience in a supervisory or managerial role.

- Desirable experience of federal government contracting and USAID-funded projects.
- Strong understanding of local labor laws and regulations.
- At least 2 years of experience working in an international organization or agency.

## Competencies

The candidate will be able to demonstrate:

- Proven ability to work with a wide range of colleagues including local project staff, international staff and consultants.
- Commitment, lateral thinking, comfort with ambiguity, integrity, professionalism and sound judgment,
- Ability to work within a cross cultural setting, negotiate diplomatically, and function well under pressure.
- Strong written, verbal communication and numerical skills.
- Ability to meet goals while working under limited supervision.
- Proven organization skills and demonstrated ability to prioritize multiple tasks while maintaining timeliness and accuracy.
- Proven leadership capabilities and solid knowledge of employment legislation and its application.
- An ability to maintain confidentiality and act with discretion and diplomacy.
- Self-motivated and able to work under own autonomy or as part of a team.
- Problem Solving and high emotional intelligence.
- Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.
- Strong proficiency in MS Word, Excel, and PowerPoint required.

## Languages

- Written and oral fluency in English.
- Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

## Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"><li>• Ethics</li><li>• Leadership</li><li>• Planning and Organising</li><li>• Development and Continual Learning</li><li>• Results Focus and Initiative</li><li>• Teamwork</li><li>• Customer Orientation</li><li>• Communication</li><li>• Managing Change</li></ul>	<ul style="list-style-type: none"><li>• Analytical and Flexible Thinking</li><li>• Achievement Focus</li><li>• Managing Resources</li><li>• Teamwork and Team Leadership</li><li>• Customer Orientation</li><li>• Influencing</li><li>• Organisational Knowledge</li><li>• Organisational Alignment</li><li>• Strategic Thinking</li><li>• Accountability</li><li>• Developing Talent</li></ul>

## Hybrid Working

Integrity is a hybrid work employer offering a flexible working model that supports a blend of in-office and working from home time. Each office has its own flexible working model to meet local needs and demands.

## How to Apply

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply](http://www.integrityglobal.com/apply) and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **28<sup>th</sup> February 2023**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

**Candidates must have the right to work in the US.**

*Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by US data protection laws.*