

Helen Keller JOB ANNOUNCEMENT

Human Resources Business Partner, Vitamin A Supplementation

Dakar, Senegal preferred

Other locations where Helen Keller has a presence in Africa will be considered

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller is seeking a Human Resources Business Partner to serve on the Program Management Team (PMT) of our flagship multi-country Vitamin A Supplementation (VAS) program in Africa. The position will consult with colleagues on the management team to build and maintain a strong HR foundation that cultivates a positive work environment in support of high-quality program implementation.

The ideal candidate will share our view that how we work with and treat one another, and how we interact with our donors, partners and beneficiaries is essential to both a healthy workplace culture and to positive program outcomes.

Functional Relationships

Reporting to the Director, People & Culture for Africa the HR Business Partner will be a member of the global People & Culture department and will be assigned to the VAS portfolio. The position will work closely with Program Director and colleagues on the PMT as well as with the HR Community of practice, and global colleagues from other departments who support our field projects, establishing professional connections across the organization. The position will co-supervise HR staff within his/her assigned portfolio and may also be called upon to participate in working groups and management coordination teams.

Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

Scope of Work

The HR Business Partner is a client-focused resource for the multi-country VAS program, providing end-to-end HR support to build and cultivate a high-performance, ethical team culture that reflects our organizational values of rigor, integrity, grit and compassion to better fulfill our mission.

The position serves as a consultant, guide and active partner on recruitment, remuneration policies, payroll administration, HR systems, local labor law, performance management, learning and development and employee relations matters. S/he supports management to understand and comply with relevant internal and external policies, laws and regulations. To be an effective partner, the incumbent must seek to understand and support the organizational business model and program objectives.

As a member of the global People & Culture team, the HR Business Partner provides proactive input on HR systems, organizational design, talent management, HR & Culture risk assessments, and succession planning, among other areas. Like all members of the team, s/he will cross-train on and back-up the duties of colleagues, providing surge support where and when needed.

Specific Responsibilities

As an HR Business Partner

- As a member of the VAS PMT, participate in strategic planning and direction setting and growth strategy for the multi-country portfolio of programs, lending your unique perspective and expertise to the process.
- Model collaboration for your matrixed team: effectively consult and inform colleagues to maximize efficiency and knowledge sharing and integrate guidance and direction from subject matter experts in your department and elsewhere in the global organization to maximize performance.
- Consult with and guide management team to:
 - Harmonize their HR practices with Helen Keller global standards and guidelines while observing all local labor laws. Introduce new or revised policies.
 - Determine workforce needs, identify staffing and competency gaps. Collaborate on design of organizational structures, job description development, job grading.
 - Lead and/or guide recruitments ensuring adherence to recruitment guidelines. Provide in-service training to hiring managers and recruitment panels to continually develop interview and reference checking practices. Participate in selection panels, as needed.
 - Coach management team and supervisors in their units to:
 - Effectively onboard new staff;
 - engage in our continuous performance conversation model designed to address both work results and work behaviors;
 - continually integrate employee development in their supervision; and
 - to proactively handle employee relations issues as they arise.
 - Identify and promote learning and development opportunities, and employee engagement and staff welfare activities.
 - Conduct compensation analysis.
 - Conduct a periodic review of Employee Handbooks and other policy documents.
- Co-facilitate trainings on assigned topics.
- Provide direct HR administrative support on matters such as contract administration, payroll, time management, file management, compensation data collection, learning management system administration, employee management system data quality and workflows, etc.
- Mentor indirect reports and engage in regular peer to peer performance conversations.
- Contribute to recruitment and ongoing supervision and evaluation of HR staff in assigned portfolio and contribute to an atmosphere conducive to professional growth and development.

As a member of the global People & Culture department

- Participate actively in HR Community of Practice. Lead sessions, as requested.
- Participate in working groups to select, rollout, administer and maintain HR systems such as Payroll software, Time & Effort reporting, Applicant Tracking, etc.
- Support onboarding process of new key regional staff and senior country office staff.
- Review families of job descriptions to help harmonize grading across country offices.
- Support review, design, and development of policies
- Facilitate trainings for countries outside of own portfolio.
- Other tasks, as assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills in English and French.
- Excellent interpersonal skills including active listening skills, the ability to communicate effectively across cultures, to negotiate effectively with internal and external colleagues.
- Ability to comprehend, interpret and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.
- Demonstrated interest in development / public health programs and an understanding of the synergy between the programmatic, operational, and financial components of development programs strongly preferred.
- Demonstrated ability to partner with senior managers to address HR needs, and to effectively coach and mentor staff. Strong track record in solving complex employee issue
- Demonstrated knowledge of the application of information technology to this type of work including HR systems, and Microsoft Office Suite or equivalent, including Excel.
- Pro-active learning, keeping abreast of current and changing HR trends and practices
- Ability to work effectively both independently and as part of a team including ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure with a positive attitude, as a part of a global team. Collaborative, flexible and solution oriented.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Commitment to Helen Keller Intl's work and mission.
- Ability and willingness to flex work hours to accommodate multiple time zones, and to travel when need be.
- Ability to undertake international and field travel (approximately 20%). Please note that all staff must be vaccinated against COVID-19 in order to travel internationally.

Education and Experience

- A bachelor's degree in a related field and a minimum of 7 years directly relevant HR experience in Africa, or equivalent combination of education and experience.
- Working knowledge of multiple HR disciplines including staffing, workforce planning, recruiting, employee relations, compensation practices, performance management, and relevant employment laws.
- Experience in a multi-national/multi-cultural organization, including experience supporting the HR function in more than one country.
- Experience in a non-profit and general knowledge of the rules and regulations pertaining to donor funded projects, a strong plus.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org
Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.