

Helen Keller Intl Job Announcement

Manager, Systems Administration & Data

Location: Remote – flexible to be based anywhere Helen Keller is a registered employer.

Helen Keller Intl

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 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

Brief Background:

Helen Keller Intl is transforming its People & Culture function to better support a growing, globally distributed workforce operating across more than 18 countries. As part of this transformation, the organization is establishing a modern Employee Experience model supported by stronger systems, data infrastructure, and shared services capabilities.

The Systems Admin & Data Manager role is a foundational investment in that future state. This role will lead the implementation and administration of Helen Keller Intl's new HRIS platform while building the reporting and analytics infrastructure that will support workforce planning, compensation analysis, compliance tracking, and organizational decision-making globally. The work of this role will directly enable the future Shared Services model, improve data integrity across the organization, and strengthen the overall employee experience through better systems and evidence-based insights.

Purpose or Scope of work

The Systems Admin & Data Manager serves as the technical and analytical backbone of Helen Keller Intl's People & Culture function. This role leads the implementation, administration, integration, and optimization of the organization's HRIS platform while maintaining high-quality workforce data and reporting infrastructure across a global footprint. The position supports operational excellence by ensuring that people systems are scalable, reliable, secure, and aligned with organizational needs. Through strong systems management and workforce analytics, this role enables informed decision-making, improves operational efficiency, and strengthens the employee experience across all countries and functions.

Functional Relationships

This position reports to the Senior Director, Employee Experience and works closely with the Global Compensation & Benefits role, Employee Experience Operations role, HR Business Partners, Finance, Payroll, IT teams, and external HRIS vendors. The role also partners with country HR leads and future Shared Services functions to support global systems adoption, reporting, and workforce data management.

Application Deadline

Applications will be accepted until the position is filled.

Specific Responsibilities

HRIS Implementation & Systems Administration

- Lead the implementation, configuration, testing, and go-live coordination of Helen Keller Intl's HRIS platform across all countries and functions.
- Serve as the primary administrator and systems owner for the HRIS and related People & Culture systems, including payroll, learning management, and workforce reporting platforms (e.g., Homere, LMS, NetSuite integrations, Journyx, or equivalent systems).
- Manage system configuration, user access, security permissions, vendor relationships, updates, troubleshooting, and ongoing maintenance to ensure systems remain reliable, secure, and fit for purpose.
- Oversee data migration, data validation, and ongoing data governance to ensure the accuracy, consistency, and integrity of workforce information globally.
- Develop user guidance, training materials, and support resources that enable HR teams, managers, and staff to effectively utilize HR systems and reporting tools.

Systems Integration & Operational Infrastructure

- Design and maintain integrations between the HRIS and adjacent systems including payroll, finance, learning management, and timekeeping platforms.
- Support the technical infrastructure required for the future Shared Services model, including employee self-service workflows and reporting dashboards.
- Maintain documentation for system configurations, integrations, workflows, and operating procedures.

Data Analytics, Visualization & Reporting

- Build and maintain workforce dashboards, reports, visualizations, and analytics that provide timely and actionable insights to People & Culture leadership and organizational stakeholders.
- Translate complex workforce data into clear, accessible reporting and data visualizations that support informed decision-making across global teams and functions.
- Support compensation benchmarking, workforce planning, compliance tracking, and payroll reconciliation through reliable reporting and workforce data analysis.
- Develop and maintain reporting protocols, data quality standards, and governance practices that strengthen evidence-based decision-making across People & Culture operations.
- Partner with People & Culture leaders to communicate workforce trends, risks, and insights in ways that are meaningful to both technical and non-technical audiences.

Other Duties

This job announcement is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

Skills & Experience

Technical & Leadership Competencies

- Strong knowledge of HRIS platforms such as Workday, ADP, BambooHR, SAP SuccessFactors, or equivalent systems.
- Demonstrated experience leading or supporting HRIS implementation projects including configuration, testing, data migration, and go-live activities.
- Strong analytical and problem-solving skills with the ability to translate complex data into actionable insights for non-technical audiences.
- Ability to manage multiple priorities, communicate effectively across technical and non-technical stakeholders, and work independently in a global environment.

Operational & Functional Skills

- Experience building reports, dashboards, and workforce analytics using Excel and business intelligence tools such as Power BI, Tableau, or Looker.
- Knowledge of systems integration concepts including APIs, payroll integrations, and data synchronization across platforms.
- Strong attention to detail and commitment to data accuracy, governance, and confidentiality.
- Experience supporting global or multi-country HR operations preferred.

Education & Experience

- Minimum of 6 years of experience in HR systems administration, HRIS implementation, people analytics, or related technical HR roles.
- Bachelor's degree in Information Systems, Human Resources, Data Analytics, Business Administration, or a related field, or equivalent combination of education and experience.
- Experience in international development, nonprofit, or global organizations preferred.
- HRIS, project management, or analytics certifications are a plus.
- Ability to communicate with diplomacy, professionalism, and tact; excellent relationship management skills.
- Excellent verbal and written English language communication skills; French language skills a strong plus.

Working Conditions/ Travel

- Ability and willingness to flex schedule to accommodate availability of colleagues in other time zones.
- Ability and willingness to travel internationally to country offices (2 – 3 times per year)

Compensation and benefits.

Helen Keller offers a comprehensive benefits package. Specific offerings may vary by country in accordance with local laws. The compensation for this position will be aligned with the local salary structure. The full-time annualized salary range for this position located in the United States is \$81,600 to \$122,400, with the midpoint of the salary range at \$102,000.

Fairness, Belonging, and Safeguarding

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values, which include courage, compassion, integrity and rigor.

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 the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment

***Locations where Helen Keller is a registered employer:** Bangladesh, Burkina Faso, Cambodia, Cameroon, Cote d'Ivoire, DR Congo, Guinea, Kenya, Mali, Madagascar, Mozambique, Nepal, Niger, Nigeria, Philippines, Senegal, Sierra Leone, Tanzania, and United States: (California, Colorado, Connecticut, District of Columbia (DC), Florida, Georgia, Hawaii, Idaho, Louisiana, Maine, Maryland, Massachusetts, Minnesota, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Vermont, Virginia Washington, and Wisconsin).