

Helen Keller Intl Job Announcement

Advisor, Talent Management

*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's Employee Experience pillar is the design engine of People and Culture, responsible for the strategies, frameworks, and tools that shape how approximately 940 staff across more than 18 countries are attracted, onboarded, developed, engaged, and supported. As the organization's specialist in talent management, the Advisor designs the frameworks that ensure Helen Keller attracts, develops, assesses, and retains the capability it needs to deliver its mission.

Purpose or Scope of work

The Advisor, Talent Management designs and continuously improves Helen Keller's global talent management frameworks within the Employee Experience pillar of People and Culture. Operating as a specialist and designer, the role is accountable for talent acquisition standards, performance management, talent review and calibration, succession planning, talent assessment and career development, and onboarding and offboarding frameworks. It creates evidence-based talent practices that enable People and Culture Business Partners, Human Resources Managers, and people leaders to consistently attract, develop, and retain organizational capability across all operating contexts. This is a specialist role with no supervisory responsibilities.

Management/ Functional Relationships

Reports to the Senior Director, Employee Experience. Works closely with the other Employee Experience Advisors (Learning and Development; Global Compensation and Benefits; and Systems Administration and Data), People and Culture Business Partners, Country People and Culture Managers, the Lead for Strategic Initiatives and Organizational Capability, and the Senior Leadership Team. Externally, engages peer organizations and sector networks for benchmarking, and relevant human resources technology and employee survey vendors.

Application Deadline: Applications are accepted on a rolling basis until the position is filled.

Key Responsibilities

- Establish and maintain Helen Keller's talent acquisition framework, including recruitment process standards, candidate assessment and selection guidance, interview consistency tools, and offer-stage practices.
- Maintain and continuously improve the performance management framework — the philosophy, processes, cadence, tools, and guidance that enable meaningful performance conversations, accountability, and development.
- Design and maintain the talent review, calibration, and succession planning processes and tools, ensuring a systematic approach to assessing talent, identifying successors, and building pipeline depth.
- Develop and maintain talent assessment methodologies and tools that support hiring, internal mobility, succession planning, leadership readiness, and workforce capability.
- Embed Helen Keller's Employee Value Proposition across talent management practices and the employee lifecycle.
- Establish global onboarding standards and design offboarding and transition frameworks that support employees from pre-boarding through departure.
- Design the recognition framework and develop practical employee experience toolkits that Human Resources Business Partners and Managers apply in their local contexts.
- Partner with the Systems Administration and Data Advisor to define and monitor talent indicators — time-to-fill, internal mobility, succession pipeline depth, and performance distribution — and use them to improve talent frameworks.
- Partner with Human Resources Business Partners and Human Resources Managers to evaluate the effectiveness of talent management practices, using local feedback and organizational data to continuously improve frameworks and guidance.

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

- Experience designing and implementing talent management frameworks, such as performance management, succession planning, talent assessment, career development, or workforce capability programs in a complex organization.
- Experience developing practical tools, frameworks, policies, and guidance that enable managers and HR professionals to consistently apply talent practices across diverse contexts.
- Experience facilitating talent reviews, calibration discussions, succession planning, or workforce capability assessments using data to inform decisions.
- Strong analytical skills with the ability to interpret workforce data, identify trends, and translate insights into practical improvements to talent management strategies.
- Experience working with HR information systems, people analytics, or employee survey platforms to support evidence-based decision-making.
- Demonstrated ability to influence and collaborate with senior leaders, Human Resources Business Partners, and cross-functional stakeholders without relying on formal authority.

- Strong project management skills with experience leading cross-functional initiatives from concept through implementation.
- 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.
- A commitment to creating fair, inclusive, and evidence-based people practices that strengthen organizational capability.

Qualifications

- Bachelor's degree in Human Resources, Organizational Development, Business Administration, Psychology, or a related field, or an equivalent combination of education and experience.
- Approximately 6–8 years of progressively responsible experience in talent management, organizational development, employee experience, learning, or a related People & Culture discipline.
- Experience working in a global, multi-country organization is strongly preferred.
- Experience in the international development or nonprofit sector is an asset.

Working Conditions / Travel

- This is a primarily remote role.
- Travel may be required for organizational events, pillar convenings, or country engagements; consult with People and Culture for specific travel standards applicable to this grade.

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 \$73,000 to \$117,000, with the midpoint of the salary range at \$95,000.

Expectations

Fairness, Belonging and Zero Tolerance to Abuse

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).