

Helen Keller Intl Job Announcement

Senior Advisor, Global Compensation & Benefits

*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.

Background

Helen Keller Intl is a global health and development organization operating across 18 or more countries, with approximately 940 staff working in diverse contexts. Every member of staff deserves to be paid fairly, competitively, and consistently, and to receive the benefits their role and location entitles them to. The Senior Advisor, Global Compensation and Benefits is the specialist responsible for making that true, owning the technical and analytical engine of Helen Keller's total rewards function within the Employee Experience pillar.

Purpose or Scope of work

The Senior Advisor, Global Compensation and Benefits is responsible for designing, maintaining, and governing Helen Keller's global total rewards infrastructure within the Employee Experience pillar of People and Culture. The role operates with significant autonomy as a technical specialist and is accountable for global salary structure design and maintenance, compensation benchmarking and market analysis, the annual compensation review cycle, benefits program governance across all operating jurisdictions, pay equity analysis, job architecture and grading framework maintenance, and compensation and benefits data integrity. The position contributes to organizational objectives by ensuring that pay and benefits practices are competitive, equitable, transparent, and compliant, working in close collaboration with country and global colleagues within Helen Keller's structure.

Management/ Functional Relationships

Relationship	Name / Role / Title
Reports to	Senior Director, Employee Experience
Direct reports	Not applicable — this role does not include supervisory responsibilities.

Relationship	Name / Role / Title
Key internal relationships	Senior Director, Employee Experience; Manager, Systems Administration and Data; Manager, Employee Experience and Talent; Human Resources Business Partners; Country Human Resources Managers; Lead, Strategic Initiatives and Organizational Capability; Finance and Payroll teams
Key external relationships	Compensation benchmarking survey providers; benefits brokers and vendors globally; legal and compliance advisors across key jurisdictions

Application Deadline Posting will remain open until the position is filled

Key Responsibilities/ Specific Tasks

Global Compensation Framework Design and Administration

- Design, administer, and maintain Helen Keller’s global compensation framework — salary structures, pay bands, job classifications, and grade levels — ensuring the architecture is coherent, current, and consistently applied across all countries and functions.
- Lead compensation benchmarking and market analysis across Helen Keller’s global footprint, sourcing and analyzing salary survey data for each region, matching roles to market benchmarks, and producing insights that inform competitive pay positioning decisions.
- Drive the annual global compensation review cycle end to end, including merit increases, cost-of-living adjustments, and promotional salary changes, coordinating with People and Culture Leads across units and People and Culture Business Partners.
- Conduct pay equity analysis and internal compensation reviews, identifying and escalating pay disparities and providing the analytical foundation for decisions that advance fairness across the global workforce.

Global Benefits Governance and Administration

- Design and maintain Helen Keller’s global benefits framework and policy standards — including health insurance, retirement plans, life and disability coverage, and other entitlements — ensuring the framework is competitive, compliant, and consistently applied.
- Manage relationships with benefits brokers and external vendors globally, holding vendors accountable for service quality and managing renewals and contract negotiations.
- Monitor and analyze benefits utilization and program costs across all countries, producing insights and recommendations that enable the Senior Director, Employee Experience to evaluate program effectiveness.

Compliance and Regulatory Governance

- Ensure Helen Keller’s compensation and benefits practices comply with applicable labor laws, employment regulations, and reporting requirements across all countries of operation.

- Monitor regulatory changes across Helen Keller’s global operating jurisdictions, tracking changes in minimum wage legislation, benefits mandates, and employment law, and assessing implications and recommending organizational responses proactively.

Job Architecture, Total Rewards Framework, and Data Analytics

- Lead the development and maintenance of Helen Keller’s global job architecture — including job families, levels, and grade structures — ensuring the framework provides a consistent foundation for compensation decisions and career development conversations.
- Conduct job evaluations and classification reviews as new roles are created or existing roles evolve.
- Maintain and embed Helen Keller’s Employee Value Proposition through the organization’s total rewards philosophy, ensuring compensation, benefits, and recognition programs reinforce the value proposition and support a fair, competitive, and meaningful employee experience.

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

- Education & Experience: Bachelor’s degree required; advanced degree preferred; 7–9 years of relevant progressive experience, including 3+ years managing programs or workstreams
- Demonstrated expertise in global compensation design and administration — including salary structure development, pay band architecture, job classification, and grade level design — with the ability to build, maintain, and apply a coherent compensation framework across a complex, multi-country organization.
- Experience leading compensation benchmarking and market analysis using major salary survey providers, including role matching, data analysis, and translating findings into actionable pay positioning recommendations.
- Experience designing and running a global compensation review cycle end to end, including merit, cost-of-living, and promotional processes, with the discipline and coordination skills to manage the cycle across multiple units and jurisdictions.
- Experience conducting pay equity analysis and internal compensation reviews, with the analytical rigor to identify disparities and provide a sound evidential basis for corrective action.
- Experience maintaining a global job architecture or grading framework, including conducting job evaluations and classification reviews independently.
- Advanced Microsoft Excel skills and demonstrated experience in compensation modelling and salary structure design.
- Strong working knowledge of United States labor law and regulatory compliance, including the Fair Labor Standards Act, Employee Retirement Income Security Act, Affordable Care Act, Form 5500 preparation, and non-discrimination testing.

- Working knowledge of compensation and benefits regulatory frameworks in at least one other major operating region, such as sub-Saharan Africa, South Asia, or Southeast Asia.
- Experience administering global benefits programs across multiple jurisdictions, including managing vendor relationships, contract renewals, and compliance oversight.
- Experience negotiating with benefits brokers and external vendors, including managing renewals, holding vendors accountable for service quality, and evaluating provider performance.

Preferred:

- Experience working in an international non-governmental organization or global non-profit context.
- Proficiency in French or another language relevant to Helen Keller's operating regions.
- Professional certification in compensation, such as the Certified Compensation Professional or Global Remuneration Professional credential.

Working Conditions/ Travel

- This is a primarily remote role. Travel may be required for organizational events or compensation review engagements.
- Necessity to be flexible to accommodate time zones

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 U.S. based salary range for this position is \$88,000 to \$142,000, with the midpoint of the salary range at \$115,000.

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).