**ICAP at Columbia University**

**Position Description**

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| **Job Title:** | Regional Human Resources Manager |
| **Reports To (Title):** | Director, Human Resources |
| **Grade** |  |
| **Location:** | Various |
| **Date:** | July 2021 |

**POSITION SUMMARY:**

As a highly valued member of the Global HR team, the Regional Human Resources Manager will report to and work collaboratively with the Director, Human Resources to support and partner with diverse, dynamic, and dedicated colleagues globally as we strive to improve the health of families and communities around the world.

The Regional Human Resources Manager will provide technical support to country office based HR practitioners to develop, implement, monitor and evaluate country-specific policies and procedures to improve country office HR systems in line with ICAP Standard Operating Procedures, local labor law requirements and prevailing employment practices.

This position is subject to the continued availability of funds.

**MAJOR ACCOUNTABILITIES:**

*Recruitment and Onboarding*

* Provides recruitment support and guidance for country office based positions while developing innovative techniques to refine sourcing and attract highly qualified candidates
* Support proposal recruitment efforts and country office start-up in collaboration with the technical, program, and operations teams
* Ensures that international assignees and Country Office HR practitioners are oriented and onboarded appropriately

*Compensation and Benefits*

* Collaborates with country office leadership to draft or revise salary scales based on salary survey data and internal equity to ensure competitiveness with local market
* Supports Director, HR in maintaining an attractive allowances and benefits plan for country office based employees that reflect national operating contexts and organizational needs
* Work alongside the Global Payroll and Benefits officer to ensure international assignees are enrolled into the international assignee benefit plan, manage annual open enrollment and bill reconciliation

*Legal and Compliance*

* Facilitates interactions with and seeks guidance from local legal counsel(s) to interpret national labor and taxation laws and prevailing HR practices so that ICAP’s missions and values are reflected and organizational risk is reduced
* Assists country management teams to draft and revise local hire manuals to ensure compliance with local labor law, ICAP Standard Operating Procedures and Columbia University policies

*Employee Relations and Performance Management*

Mentor, Coach Country office HR practitioners providing guidance and support to implement HR best practices. Partners with ICAP HR practitioners and country office leadership in order to navigate and resolve sensitive and complex matters involving ICAP employees, consultants and stakeholders

* Propose solutions, tools, and strategies that foster positive, supportive working environments globally
* Establish relationships within the ICAP Global HR network as well as with country office leadership built on trust and open communication
* Monitor and support a performance management approach that encourages regular feedback and career development
* Provides guidance and support to country office management teams on employee retrenchment plans prior to or during periods when staffing reductions are necessary
* Drives collaboration on the development of HR activities, policies, processes, strategy and annual HR strategy.
* Creates opportunities for internal and external training and development with a focus on ICAP Learning Management System

Leads and participates in organizational and departmental projects as needed

* Perform other duties as assigned

**EDUCATION:**

* Bachelor’s Degree required
* Master’s Degree in Human Resources, Public Administration, or related field, strongly preferred
* HR Certification (SHRM-CP, SHRM-SCP, PHR, SPHR, GPHR) highly desired

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:**

* 4+ years of progressively responsible experience in Human Resources at a global non-governmental organization supporting multiple countries
* Familiarity with labor laws in countries in which ICAP implements program
* Experience with USG and/or international donor funded organizations
* Demonstrated experience acting as a partner to diverse populations based in multiple offices
* Ability to exercise sound judgement that takes into account cultural sensitivities
* Professional experience outside of the US, preferably in sub Saharan Africa and/or Asia
* Maintains high level of confidentiality on all matters
* Demonstrated skills in negotiation, coaching, and influencing
* Demonstrated proficiency in the use of Microsoft Office Suite (especially Word, Excel and PowerPoint), applicant tracking systems, and HRIS
* Excellent verbal and written communication skills

**EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS:**

Proficiency in written and spoken English, required and French, Spanish or Portuguese highly desirable

**TRAVEL REQUIREMENTS:**

* Up to 25% domestic and international travel per fiscal year which average 1 week in duration