

POSITION DESCRIPTION

JOB TITLE: Manager A, Global HR
BUSINESS UNIT: Employee Services, Human Resources Division
JOB LOCATION: Washington, DC
REPORTS TO: Director, Global HR

SALARY GRADE:
JOB CODE:
FLSA: Exempt

General Summary

The global manager supports the delivery, coordination and implementation of human resources programs, services, and initiatives for cooperating country nationals (CCNs) across the globe. The global HR manager serves as a resource to build HR capacity by providing guidance to all phases of the project lifecycle including project start-ups, project maintenance, and project close outs. In addition, the Manager works to implement country-specific standardized policy and procedures, employment agreements and benefits schemes which are compliant with labor laws, contract/project specific terms and Chemonics standards.

Principal Duties and Responsibilities (Essential Functions)

- Establish and maintain strong relationships with Project Management Units (PMUs), Operations teams, Risk Management, Office of Business Conduct (OBC), and other HR departments to meet business needs.
- Serve as a link between field project offices and the PMUs to interpret labor laws and US government regulations to ensure compliance in HR practices.
- Provide guidance on performance improvement and corrective actions of CCNs. Coach PMUs and project leadership on the handling of close-outs, staff reduction, and terminations of project employees.
- Strategically work with leadership in managing CCN employee relations issues by leading effective thorough, and objective investigations.
- Work in conjunction with the Director to manage the implementation of country platforms to standardize all aspects of field HR programs with consideration and compliance with all applicable policies, regulations and labor laws.
- Manage client expectations by providing status updates, plan of action, or needed resources to ensure strong client relations and customer service.
- Creation of employment agreements consistent with contract/project-specific terms, and labor laws.
- Work with Global HR team in the design, develop, implement, and monitor processes for the Global Quality Management System (G-QMS) work instructions and guidance's documents.
- Work collaboratively with the regions to understand differences, to ensure customization of best HR practices across the globe.
- Coordinate with the Director, Global HR to continuously evaluate existing work process and prospective processes to ensure the most effective and efficient use of resources across the globe. Make recommendations for process improvements as needed to better serve internal and external clients.
- Apply understanding of Chemonics' policies, standard operating procedures, cost accounting practices, and HR practices to solve –problems, and make decisions/recommendations which mitigate legal risk and reputational damage in country.
- Coordinate the screening and implementation of background screen for local national employees/CCNs policies ensuring compliance with local labor laws and adherence of all projects.
- Work in conjunction with the Director, Global HR in identifying and analyzing trends resulting from the internal audits conducted by the Finance & Compliance Review (FCR) department and report findings to the HR and regional leadership.
- Stay abreast on local and global employment practices, as well as develop strong business acumen; share knowledge with global HR/HRD team and create procedures to streamline processes.
- Foster and demonstrate a workplace inclusive of creating opportunity, serving others, building trust, innovation and exceeding expectations.
- Consult with local legal counsel as needed.
- Perform other duties and responsibilities as required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum three years of progressive human resources experience with at least two years international experience preferred
- Bachelor's degree preferred or equivalent years of experience and/or HR certification
- Solid working knowledge and experience in all functional HR areas
- Strong knowledge of company's main client, USAID and its operations, required
- Proven capability to communicate clearly and concisely, both written and verbal in a diverse business environment
- Able to work well under pressure with tight deadlines
- Able to build trusting relationships and collaboration with clients and influence positive outcomes
- Flexibility in daily schedule to accommodate clients and respond proactively and effectively to needs.
- Demonstrated ability to interpret and apply international labor codes and create and develop sound HR program
- Experience living or working in developing countries preferred
- Willingness to work overseas for up to 4-8 weeks per year and to consider long-term overseas assignments
- Strong knowledge of MS Office applications
- Ability to work both independently and as part of a team and demonstrated integrity, independent thinking, judgment, and respect for others
- Language proficiency in French and/or Spanish preferred

Application instructions:

Apply through our Career Center at <https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CHEMONICS&cws=1&rid=2136> by October 24, 2017. No telephone inquiries, please. Finalists will be contacted.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.