



**Position Title:** EAI Human Resource Manager

**Reports to:** President/CEO

**Location:** Washington, D.C.

**About the Position:**

The Human Resources (HR) Manager will lead the development, delivery and coordination of human resource services and manage the implementation of human resource programs and initiatives across the 140 employees in our Washington, D.C. headquarters and eleven country offices. In partnership with the projects and field HR staff, the International HR Manager will manage all aspects of international HR including employee relations, development and implementation of policies and procedures, recruiting support, country specific handbooks as well as HR responsibilities in office start up, maintenance and shut down. The International HR Manager will work with Business Development and Program Teams to assist in staff recruitment and maintain the roster of international experts for projects and proposals.

**Primary Responsibilities:**

**a) General HR Management**

- Work closely with senior management to develop policies and procedures, ensuring legal and regulatory compliance for headquarters and country offices.
- Provide guidance to staff on Human Resource related matters including hiring, onboarding, separation/termination, performance evaluations, recruitment, fringe benefits as well as employee relations and organizational policy.
- Work with staff to ensure proper administration of benefits and allowance, payroll data, and changes employee information.
- Oversee annual performance evaluations including the development of job descriptions, salary scales and salary/fringe benefit market surveys.
- Monitor and advise US staff on all changes in labor laws
- Encourage a workplace environment that values teamwork and fosters collaboration, acknowledge and reward staff contributions, and develop strategies to enhance synergies between field and home office staff as well as between in-house regions and departments; demonstrate EAI's values and practices by utilizing effective management and leadership principles.
- Motivate staff performance and professional development, develop skilled managers and mentors, and exercise sound judgment in the hiring, promotion, transfer and termination of staff.

- Respond to and investigate employee grievances and conflicts and work closely with legal counsel to resolve.
- Oversee the administration of all employee health insurance and 401(k) retirement plans.
- Provide managers and employees with training and tools to accomplish these tasks.
- Carry out other tasks as assigned.

**b) International HR Management**

- Provide guidance and assistance related to the posting of Expatriate staff and TCNs in foreign locations including but not limited to Terms & Conditions agreements, renewals and amendments; relocation; allowances; coordinate on-boarding and orientation; as well as coordinating end-of-assignment (repatriation) processes.
- Work with US based and host country legal advisers to prepare employee agreements and corresponding local employee handbooks including conducting research as necessary.
- Serve as a resource in the development and updating of local HR salary scales, benefits, and policies.

**c) Recruitment Support**

- Lead EAI's US and field staff recruitment process; including working with departments to prepare \ descriptions, posting of job vacancies, developing short listing applications, arranging interviews and assistance in the interview process, and obtaining references for applicants; as well as negotiating salaries with selected candidates.
- Maintain EAI's Talent Pipeline and consultant pipeline.

**Requirements:**

- BA/BS in Human Resource Management, Business Administration, Organizational Psychology or a field relevant to Human Resources.
- Six to eight (6-8) years as an HR generalist with at least three (3) years of leading HR operations and successfully coaching and managing others; or a Master's degree with six (6) years of relevant experience in Human Resources; at least two (2) years of experience in international HR management.
- Ability to speak another language (French preferred) and SHRM-CP/SHRM-SCP certification are preferred.
- Previous work in a global Non-Profit environment and familiarity with USAID/Donor funded Projects preferred.
- Proven record of success in developing and maintaining effective working relationships and partnerships with diverse stakeholders.
- Prior success in creating a strong and effective HR operational platform that is responsive to organizational needs and priorities and delivers superior customer service in a changing and dynamic environment.
- Solid working knowledge of best practices in all HR functions including international recruitment, onboarding, benefits, compensation, employee relations, learning and development, human resource information systems, including adherence to all state and federal employment laws (e.g., OFCCP, AA, and ACA), project management.
- Knowledge of techniques, roles, and responsibilities in providing technical or business.
- Guidance to internal clients, demonstrating creative problem solving skills and ability to apply this knowledge appropriately to diverse situations and settings.

- Knowledge of federal, state (US) and/or local in country HR related laws and ability to advice on Laws and regulations affecting HR practices.
- Experience with managing compensation as well as performance management systems.
- Strong written, oral and interpersonal communication skills.
- Ability to travel internationally up to 10%.

EAI offers a competitive salary, benefits and the opportunity to join a growing, innovative, international team. To apply, please send your CV along with a detailed cover letter providing specifics on how your background meets the qualifications as well as reasons for your interest in becoming a member of the EAI Team. Please send this information to: [jobs@equalaccess.org](mailto:jobs@equalaccess.org). In the subject line of the email please include “Human Resources Manager 2019”. Applications for this position will be reviewed on an ongoing basis, however, **applications are preferred by January 31, 2019.**

Applications that do not make the proper subject notification in the email or provide the requested information will not be reviewed. Only those selected for interviews will be contacted. Equal Access International is an Equal Opportunity Employer.

EOE M/F/D/V