



IBP – POSITION ANNOUNCEMENT

<u>POSITION TITLE:</u>	Human Resources Generalist
<u>TEAM:</u>	Operations
<u>Reports to:</u>	Director of Operations
<u>Status:</u>	Exempt, Full-time
<u>LOCATION:</u>	Washington, DC
<u>Travel:</u>	Minimum

JOB PURPOSE and SUMMARY: The **Human Resources Generalist (HRG)** will work as part of the Finance and Operations team to provide high touch day-to-day HR support for the assigned employee population and work as a strategic partner with Director of Operations to help align organizational objectives with employees and supervisors.

ESSENTIAL DUTIES of the JOB: The Human Resources Generalist will be expected to:

Our employees are very important to us and we strive to provide a supportive environment. The HRG should take an active role in learning organizational and employees' issues. We would like the HRG to demonstrate the following proficiencies:

HR Administration

- Oversees international and domestic benefits administration.
 - Update and execute the benefits programs for IBP US and international staff, on an annual basis.
 - Support the relationships with HR-related external partners.
- Oversees international and domestic compensation administration, including but not limited to cost of living adjustments and promotion and performance based increases.
- Maintain HR compliance.
 - Respond to and develop solutions to inquiries on HR related policy and procedures.
 - Manage HR related documents and retention policy for US and non-US duty stations.
 - Ensure policies, processes and systems comply with both US and country specific employment law.
 - Develop and report HR related business metrics (e.g. attrition and retention, recruiting statistics, et cetera).

Talent Management

- Recruitment
 - Work with hiring managers on developing/updating job descriptions.
 - Partners with hiring managers to develop an optimal recruitment strategy.
 - Implement effective recruitment strategy and oversees selection/hiring process ensuring compliance with all legal and regulatory statutes.
- Onboarding, off-boarding
 - Lead new hire orientation and employee off-boarding process.
 - Monitor employee experience from onboarding through performance to organizational exit.
- Employees relations
 - Act as primary point of contact for employee relations matters ensuring the optimal outcome for both the employee and the company.

- Coaching employees on effective methods of working with team members and supervisors.
- Conduct investigations and counseling aligned with the IBP culture and in accordance with laws.
- Suggest, design, and participate in community life activities.
- Identify activities that support staff relations within and between IBP offices.
- Be sensitive to an international audience; understand working habits, practice, and culture.
- Work closely with management and employees to improve work relationships, build morale, increase productivity and retention.
- Provide support on relationship management, including tips on proactive communications, conflict resolution, and/or managing sensitive issues.
- Proactively engage and monitor staff morale as well as resolve issues that can be counterproductive in IBP's culture and morale.
- Performance management
 - Administer performance appraisal process and deadlines.
 - Support supervisors/employees with the PIP process.
 - Support supervisors and staff on successful performance management throughout the year.
 - Monitor and advise the manager when there are employee performance difficulties.
 - Review goals set by staff to ensure they comply with the SMART format and demonstrate adherence to the organizational goals.
- Training & development
 - Develop HR related trainings and informational presentations to explain HR processes, such as recorded short-topical training, webcasts or in person training.
- Workforce planning
 - Provide guidance and input on business unit restructures.
- Succession planning
 - Lead performance management related training (goals setting, receiving/giving feedback, performance review calibration, et cetera).

International Human Resources

- Support relationships with selected third party contractors in non-US jurisdictions in areas of employment policies, in-country benefits programs, payroll, et cetera.
- Support the recruitment and selection of local employees, ensuring that staffing requirements are satisfied in the most timely and cost effective manner.

Other duties as assigned.

JOB COMPETENCIES

EDUCATION

- Minimum requirement of Bachelor's degree, preferably in human resources management or related field.

EXPERIENCE

- 5 – 7 years' relevant experience in human resources required.
- Appropriate HR certification required.
- Experience working in an international organization.
- Language skills – Fluency in English required; fluency in another language is a plus.
- Excellent verbal and written communication skills.
- Extremely organized and detail oriented with strong time management and follow-through skills.

- Excellent computer skills: Microsoft Word, Excel, PowerPoint, webinar software(s) and HRIS administration experience.
- Able to work within a team structure; be self-guided, self-motivated; be creative, take initiative, and possess excellent interpersonal communication skills.
- Building expertise in a specialist area of Human Resources.
- Ability to handle sensitive information confidentially.

KNOWLEDGE AND SKILLS

A high-touch HRG is only part of the picture and it is necessary to understand that a high degree of organization and forethought is *essential* to be successful.

- Able to prioritize and effectively communicate needs to Director of Operations and Executive Team.
- Proven ability to develop and maintain effective relationships across the organization.
- Strong interpersonal and cross-communication skills, and the ability to thrive in and contribute to a culture of collaboration and teamwork in a diverse work environment.
- Able to be a proactive, self-starter, who understands the details at an organizational level.
- Must be flexible in order to respond quickly and positively to shifting demands and opportunities; ability to work under tight deadlines and handle multiple, detailed tasks.
- Able to plan, organize, manage and/or carry out multiple related activities simultaneously (project management skills a very strong plus).
- Understand and have a working knowledge of international laws.
- Proactively research and learn as much as you can about the changes and best practices in the HR profession including: organizational development, talent management, learning, management and leadership development, or coaching; strive to be a specialist in one of these areas.
- Strong written and verbal communication skills.
- Solves problems and is decisive.

ATTRIBUTES

- Personal qualities of integrity, credibility and a commitment to and passion for IBP's mission.
- Highly flexible and adaptable to shifting environments; work well under pressure.
- Motivated to learn and willing to contribute to learning initiatives.

PHYSICAL DEMANDS

- International travel

TO APPLY:

Send a cover application letter and resume by email to applications@internationalbudget.org. Please put "Human Resources Generalist" in the subject area. Applications will be accepted until the position is filled.