



## Global Director, Human Resources

### Vital Strategies

Vital Strategies, headquartered in New York City, is an international public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in 73 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns.

Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include non-communicable disease prevention, cardiovascular health promotion, tobacco control, road safety, obesity prevention, epidemic prevention, environmental health, vital statistics systems building and multi-drug resistant tuberculosis treatment research. Our programs are concentrated in low- and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://www.vitalstrategies.org) to find out more about our work.

Vital Strategies is a fast-growing organization that has quadrupled in revenue in the past four years and has more than quadrupled staff during this same period, with a similar growth in the consultant team. Throughout this exciting growth period Vital Strategies has maintained its supportive and welcoming workplace built upon a foundation of teamwork and high standards, in a culture of collaboration and collegiality.

#### **Position Overview:**

This is a newly created position of Global Director, Human Resources (Global Director of HR) necessitated due to organizational growth and global expansion, reporting into the Chief Operating Officer. As part of the Senior Management Team, the Global Director of HR will help implement Vital Strategies strategic plan for continued growth and globalization in this dynamic, fast-paced and influential global NGO. This role holds two unique opportunities: to build and shape HR policies and procedures and develop the international workforce through hiring practices and candidate experiences; and second, the opportunity to partner with leaders in the public health world on their HR needs.

The Global Director of HR will partner with Divisional Leaders to achieve strategic goals through recruitment, retention and management of a global workforce. The Global Director of HR has responsibility for ensuring Vital Strategies supports, promotes and protects a diverse and talented staff of over 160 employees and 260 consultants, of which 120 are embedded in government ministries working in over 70+ countries around the world.

Vital Strategies has a varied portfolio of work, of influencing the conversation on non-communicable diseases and emerging issues such as environmental health and the impact of alcohol. Bridging the gap between what needs to be done and what is done is Vital Strategies strong and rapid project implementation. The Global Director of HR, plays a key role in providing visionary and compassionate leadership and establishing a formal Vital Strategies presence in key locations around the world.

Managing a small team of HR professionals, the Global Director of HR is responsible for the implementation of global recruitment and hiring, international compensation and benefits, talent management, organizational design and development, international employee and consultant relations, and plays a key role in helping create an inclusive and diverse work place. This position will be the chief architect of all human resources policies and practices across the organization to foster a healthy, vibrant and equitable work environment.

This position is based in New York, with periodic travel overseas.

### **Specific Duties:**

- **Organizational Development.** Serving on the Senior Management team, the Global Director of HR will provide vision and strategic leadership with a can-do attitude in supporting Vital Strategies mission, goals and objectives, with particular focus on human capital management and global workforce development. The Global Director of HR will serve as a thought leader and key spokesperson in internal and human resources development, visibly leading efforts with a hands-on approach to capture and diffuse innovations, best practices and lessons learned, and create opportunities for knowledge sharing across the organization in HR.
- **Policies and legal Compliance.** Collaborate with in-house and outside counsel in multiple global jurisdictions on compliance with local statutory requirements, reviewing employment and consultant contracts, and development of new policies; oversee review, of domestic and international employee manuals, related country supplements, and research and drafting of standard operating procedures.
- **Talent Management.** Oversee organization-wide recruitment of high-caliber, diverse and values-aligned staff. While Vital Strategies priority is to recruit local nationals, the Global Director of HR will also have full responsibility and oversight for the recruitment and retention of all levels of personnel for US-based, TCN, HCN, and LN employees where applicable. Ensure decentralized hiring procedures for end-to-end recruitment process with local compliance and adherence to organizational standards. Assist with the implementation of a new HRIS system. Oversee international visa petitions and relocations.
- **Organizational Culture.** Lead institutional efforts to establish a vibrant and unifying organizational culture based on organizational values that drive recruitment, retention and performance evaluation.
- **Retention.** Establish a program to retain high-caliber, well performing staff through learning programs and career development.
- **Compensation and Benefits.** Manage total compensation globally: set initial salary determinations and participate in salary reviews for all staff; conduct periodic salary and benefits benchmarking surveys within local labor markets and develop related salary protocols; oversee annual auditing and selection/negotiation of global benefits package, including multiple domestic and international health, welfare and pension plans.

- **Performance Management.** Oversee performance management and review, and institute best practices.
- **Training.** Help develop resourceful approaches to training delivery, including training for managers, period skills development efforts for professionals, and effective onboarding for staff; partner with Program Directors on substantive in-house training program.
- **Employee Relations.** Oversight of employee and consultant relations and personnel mediation; promote well-being and retention through creative benefit initiatives; promote employee wellness.
- **Contractors and Vendors.** Coordinate as needed for trainings, specific projects, and management data.

### **Qualifications and Experience:**

- Minimum 10 years progressive experience as a Senior Human Resources leader within international nonprofit or mission-driven organization; preferably fast growing with multiple international offices.
- Master's Degree, or equivalent experience, in Human Resources, Management or related field
- Strong experience in all core areas of HR with added emphasis in talent management, broad scope of HR generalist work, organizational design, change management, employment and labor law.
- Track record of identifiable and measurable successes in managing the HR function within a complex international organization.
- Experience supporting HR functions on global projects from a variety of donors including USAID, Foundations and Individual Donors strongly preferred.
- Seasoned, visionary HR leader with demonstrated experience building HR strategy and driving progressive HR practices and execution. Demonstrated success influencing and collaborating with senior leadership.
- Demonstrated ability to lead multiple high-profile and complex projects simultaneously.
- Experience with managing a large staff component of international contract staff, highly advantageous.
- Experience within global health an advantage but not a requirement.
- HR Certification Preferred - GPHR or SPHR.

### **Competencies:**

- Strong critical thinking, communication, and facilitation skills; compassionate and articulate speaking skills.
- Proven ability to work in a fast-paced environment, both independently and as part of a team; hands-on and willing to get things done.
- Outstanding interpersonal skills and sound judgment, and good humored.
- Ability to prioritize and get things done, with multiple fast moving and tight deadlines.
- Entrepreneurial work style.
- High sense of urgency.

- Collective team player comfortable leading, as well as executing, projects as required.
- Culturally aware and ability to work and build relationships with people from all walks of life and cultures.

**Benefits:**

Vital Strategies offers competitive compensation for full-time employees and pro-rata for part-time employees based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits offered include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.

**How to Apply:**

SRI Executive have been retained by Vital Strategies lead the search for their newly created position of Global Director of Human Resources.

To apply to this position please forward a Word copy of your Cover Letter and CV to Mr. Noel Keogh at [GlobalHRDirector-Vitalstrategies@sri-executive.com](mailto:GlobalHRDirector-Vitalstrategies@sri-executive.com). Please reference “**8046 – Global Director of Human Resources**” in the subject line. SRI Executive will reply to you as soon as feasible upon review of your application and if it is found to be aligned with Vital Strategies’ requirements. Thank you for your interest.