

International Human Resources Officer

Vital Strategies

Vital Strategies (VS), based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

The Position

Vital Strategies is seeking qualified candidates for the position of International Human Resources Officer. This is a full-time position to be based in New York city, New Delhi or Singapore. Candidates must be eligible to work in the United States, India or Singapore.

Overall Role

This key position reports to the Head of Human Resources and is responsible for handling HR processes for around 200 staff and consultants living outside of the United States. Vital Strategies is headquartered in New York with a full-time staff of 110 in our New York and Washington DC offices. We have a global network of public health and policy, advocacy and communication specialists working on our programs in 32 countries. We will be opening 5 new offices in Brazil, France, India, Singapore and a second Latin American country in 2017 and 2018.

Specific Duties:

- Advise on and ensure compliance with local labor laws and regulations in the countries where our staff and consultants are based in coordination with the In-house Legal Counsel
- Partner with the Head of Human Resources in the development, revision and worldwide communication of organizational policies and procedures.
- Research and develop expatriate benefits packages that meet the needs of our overseas employees
- Serve as a senior member of the Human Resources team collaborating on the development of HR activities, policies, processes and strategy.
- Provide advice and coaching for all non-US based employees on all human resource related matters including recruitment, termination, performance management, employee relations and organizational policies.

- Provide advice and coaching to all Contract Managers for overseas consultants on all human resource related matters including recruitment, termination, organizational policies and compensation scales.
- Process and/or verify completeness and accuracy of all employment actions and documentations, such as hiring approval forms, employment agreements and offer letters for new hires, amendments to agreements, promotions and terminations for non-US based staff.
- Partner with country HR representatives and program staff in developing country-specific employee handbooks, employment agreements, compensation scales, country benefits, policies and procedures and addressing employee relations issues.
- Work with the HR Officer responsible for recruitment to ensure VS attracts and hires top tier talent to the organization
- Provide advice and guidance on HR related start-up and closeout activities for international offices in coordination with the Chief Operating Officer and In-house Legal Counsel
- Assist with the compilation of statistics and reports for senior managers on non-US staff and consultants
- Develop Welcome Pack for overseas consultants
- Jointly responsible with Contract Managers to ensure that new overseas consultants feel welcomed to the organization
- Organize and coordinate induction programs for new overseas staff to include travel, finance, HR, communication and health and security procedures
- Work with the Global Occupational Health and Security Officer to ensure effective communication of and training on all occupational health and security policies and procedures for overseas staff
- Coordinate with Global Operations and Communication colleagues to ensure that all practical arrangements have been made for new starts such as setting up email accounts, adding new starts to group lists, arranging for business cards etc.
- Build knowledge of the work of the organization along with an understanding of values, history, culture and fit
- Lead and participate in organizational and division projects as needed
- International travel (25% annually)
- Other duties as assigned

Qualifications and skill set:

- BA and at least 8 years of relevant experience
- 5 years of international HR experience
- Prior experience working in nonprofit/NGO and living/working overseas is highly desirable
- A global outlook; keen interest and knowledge of current affairs globally
- Experience of working with staff members located in international locations
- Willingness to travel internationally
- Fluency in English and proficiency in at least one other language
- Demonstrated sensitivity in handling confidential information
- Outstanding interpersonal skills and the ability to work effectively both in groups as well as independently.
- Self-motivated and able to work independently and as part of a team
- Excellent customer service with the ability to present information, make recommendations and influence positively across various levels of the organization while exercising professionalism and diplomacy to accomplish objectives.
- Demonstrated competence in employee benefits, compensation, employee relations, performance management and human resource practices and related laws and regulations
- Ability to manage complex projects, prioritize multiple tasks with close attention to detail and accuracy and meet deadlines
- Exceptional ability to communicate, both orally and in written communication

How to apply:

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org indicating the position applied for in the subject line.

Closing date for applications: **Friday 29 September 2017**. Only shortlisted candidates will be contacted.