



Latin America Regional Human Resources Director

Location: The Dominican Republic, Peru, Guatemala, Panama, El Salvador, Ecuador, Bolivia, Mexico, Colombia, Argentina

Position Description

Organization Summary:

Edify's mission is to improve and expand sustainable Christ-centered education globally. Edify is a non-profit organization registered in the U.S. since 2009 and now has operations in 14 countries: Bolivia, Burkina Faso, Dominican Republic, Ecuador, El Salvador, Ethiopia, Ghana, Guatemala, Liberia, Panama, Peru, Rwanda, Sierra Leone, and Uganda. Edify is focused on 3 key resources:

- Training of school leaders and teachers to develop Christ-like character in students, and training school leaders to manage and grow their schools effectively.
- Loan Capital to expand and improve school facilities.
- Education Technology to enhance learning outcomes and employability.

Learn more at www.edify.org

Position Start Date: June 2024

Location: The Dominican Republic, Peru, Guatemala, Panama, El Salvador, Ecuador, Bolivia, Mexico, Colombia, Argentina (only)

Reports To: Latin America Vice President

Work Environment:

This position will be a full-time position, based in The Dominican Republic, Peru, Guatemala, Panama, El Salvador, Ecuador, Bolivia, Mexico, Colombia, or Argentina reporting to the Latin American Vice President. The atmosphere of Edify is one where you can expect to perform widely varied tasks with various functional groups. Edify believes in the importance of using local resources to avoid duplication and build local capacity. Most of its program activities are, therefore, implemented in partnership with local microfinance and training organizations. There will also be collaboration with Edify's global team in the other countries where Edify operates.

Job Summary:

The Regional Human Resource Director will work closely with the Edify Country Leadership team to plan, lead, direct, develop, and coordinate the policies, and activities of the Human Resource (HR) department in collaboration with the Edify core HR organization, ensuring legal compliance; implementation of the Edify Country's mission; and development of a strategy for talent management.

Travel Expectations:

The position includes both local and regional travels. Additionally, Edify holds an annual all-staff meeting, alternating in a US-based or international location each year. All Edify Staff are required to attend this meeting.

Duties/Responsibilities:

- Collaborates with the Regional Vice President and Country's senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.

- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the Country's human resource compliance and strategy needs, in line with Edify's global standards.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Works with Country leadership to identify staffing and recruiting needs, including planning for growth, as well as a quick reaction for replacement due to any turnover; develops and executes best practices for hiring and talent management for the country's needs.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with country/regional employment laws and regulations, and recommends best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Facilitates professional development, training, and certification activities
- Seeks to support CDs and RVP in addressing issues that may motivate staff, as well as finding ways to further inspire staff to high levels of performance.
- Performs other duties as required.

Required Skills/Abilities:

- Passion for the Mission of Edify
- High degree of character and integrity
- Strong HR practitioner with knowledge of all aspects of the HR function
- Thorough knowledge of employment-related laws and regulations.
- Knowledge of and experience with varied human resource information systems.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Google Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or a related field required; Master's degree preferred.
- At least five years of human resource management experience is required.
- Knowledge of employment law and regulations for Latin American Countries preferred.
- SHRM-CP or SHRM-SCP preferred.
- Non-profit experience and/or experience working with international staff or vendors preferred

Additional Information:

Applications will be accepted for this position through May 15

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