



Human Resources Generalist

About Seed Global Health

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure that these changes are durable, we form deep local partnerships that inform our work at both the individual and systems levels. Together, we are creating a multi-generational impact to not only treat today's problems, but solve for tomorrow's.

Position Summary

The Human Resource Generalist is responsible for working closely with the Human Resources, Clinical, and Country teams in Malawi, Sierra Leone, Uganda, and Zambia to monitor, manage, and support the employee lifecycle Educators at Seed Global Health. The HR Generalist position carries out responsibilities in the following functional areas: educator recruitment, onboarding, orientation, policy implementation, offboarding, and employment law compliance.

Please visit: <https://seedglobalhealth.org/> to learn more.

Duties and Responsibilities

- Creating a recruitment plan and calendar according to Seed's growth strategy
- Supporting Educator recruitment strategies
- Supporting the generation of official internal documents such as offer letters, onboarding and orientation plans
- Leading Seed's educator onboarding and orientation plans
- Assisting in selecting an applicant tracking, recruitment and on-boarding system that supports Seed's hiring and orientation needs
- Maintaining physical and digital files for educator personnel files and benefits records
- Ensuring that Seed's educator procedures support the objectives of the educator program and in collaboration with country teams and the Director of Human Resources, comply with all in-country employment regulations.
- Managing the educator benefits program, including the open enrollment process and status changes with CIGNA; ensuring the accuracy of all benefits enrollments in CIGNA.
- Liaising with the Country Directors and Senior Director of Clinical Education to ensure consistent application of policies and processes across all program countries
- Continuously learning and incorporating the latest HR best practices to improve Seed's HR practices by incorporating industry best practices and lessons learned through policy implementation including recruiting and orientation efficiency.
- Collaborating with the Director of HR and Country Directors to maintain records of educator concerns and measures taken to address educator grievances
- Supporting and Coordinating all educator offboarding activities.

Qualifications

- 3 to 5 year of prior recruitment and orientation experience working in a clinical setting or with clinicians in the US.
- Knowledge of US labor law
- Knowledge of administrative tasks and responsibilities
- Excellent verbal and written communication skills.
- Proven experience in cross-cultural setting
- Advanced computer skills, including data entry, data processing, communication tools and payroll and human resources software
- Problem-solving skills and resourceful thinking
- Strong empathy and interpersonal skills
- Detail-oriented with excellent organizational skills

- Attention to detail and analytically driven

Working Conditions

- Will be based in the US (Seed is currently operating in a remote work environment but eventually the position will be expected to be a hybrid position for anyone located in MA)
- Will be required to work 8 hours between the hours of 8am and 6pm EST.
- Will be based in an office environment
- Will be required to sit/stand for up to eight hours or more per day

Compensation

Competitive base salary commensurate with experience, as well as health/dental/vision insurance, STD, LTD, 401(k), and vacation benefits

Seed Global Health provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation and training.