



Human Resources Generalist Position Description

About us:

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

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 for Educators and staff 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 educator and staff HR 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.
- Collaborating with teams on budget development and management.

Qualifications

- 3 to 5 years 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 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.

