



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

Seed Global Health is seeking an experienced and dynamic Human Resources Generalist to lead HR initiatives and contribute to the development of a thriving organizational culture. As the Human Resources Business Partner, the ideal candidate will bring strategic global compensation and benefits experience, hands-on operational human resources expertise, exceptional project management skills and a passion for fostering a positive work environment. Reporting to the Director of Human Resources, the HR Generalist will work proactively with cross-functional teams in all of our operational countries, USA, Malawi, Uganda, Sierra Leone, Zambia and our Global teams. Your experience working with global teams will enable you to fully engage with our growing global teams in this role. Please visit: <https://seedglobalhealth.org/> to learn more.

Duties and Responsibilities

- Serving as an HR business partner, the HR Generalist will support Seed 's leadership and staff on all HR matters including compensation and benefits, employee relations and learning and development and recruitment and hiring.
- Managing and supporting Seed's compensation and benefits programs in all countries of operation, including in countries where Seed doesn't have operational presence.
- Supporting recruitment and onboarding at a growing organization.
- Supporting the generation of official internal documents such as offer letters, onboarding and orientation plans and policies and procedures.
- Leading the development of Seed's Employee handbook in all countries of operation.
- Assisting in Seed's Equity Inclusion and Decolonisation journey.
- Supporting the HR team by managing all major projects as a project manager.
- Ensuring that all policies support Seed's culture in collaboration with all teams and comply with all employment laws and regulations.
- Continuously learning and incorporating the latest HR best practices to improve Seed's HR practices.
- Supporting the developmental needs and coordinating/delivering learning and development programs
- Collaborating with hiring managers to understand staffing needs and develop effective recruitment and retention strategies and support the full recruitment life cycle.
- Supporting and coordinating all staff onboarding, orientation and onboarding activities.
- Collaborating with the HR team on HR budget and work plan development and management.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field
- 5 to 8 years of prior Human Resources Generalist experience
- 3+ years of Human Resources Business partner experience
- 3+ years of experience in compensation and benefits administration
- Experience working at a global organization
- 3+ years of compensation and benefits management experience
- Knowledge of administrative tasks and responsibilities
- Excellent verbal and written communication skills.
- Excellent project management skills and experience
- 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 one of our operating countries (Malawi, Uganda, Sierra Leone or Zambia).
- Work hours will be established to balance an overlap between US eastern standard time and various African time zones
- Hybrid work schedule
- 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, vacation, sick, floating holiday and birthdays off.

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