



## **Global Director of People & Culture**

### **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 tomorrows.

For more information please visit: <https://seedglobalhealth.org/>

### **Position Summary**

The Global Director of People & Culture contributes their energy, passion, and skills primarily to Seed's most important resource – our staff – in the US and abroad, in a fast-paced office. The position is a full-time position based in one of our operating countries (Uganda, Malawi, Sierra Leone or Zambia). The Global Director of People & Culture's primary focus is the employee experience.

The position oversees all human resource's function including Seed's compensation and benefits, compliance, recruitment, hiring, onboarding and orientation, HCM systems, staff development and retention, employee relations as well as special projects related to organizational needs and priorities as requested by the COO. The position will also play a pivotal part in shaping Seed's long-term HR strategy, ensuring that talent management and organizational design align with the organization's future growth and evolving priorities.

Reporting to the Chief Operating Officer (COO), the Global Director of People & Culture will serve as a key strategic partner to Seed's leadership, supporting the organization's aspiration to scale its country teams while ensuring compliance, efficiency, and staff well-being.

### **Duties and Responsibilities**

The Global Director of People & Culture will be responsible for the following:

- Plans and organizes all activities of the human resources function. Participates in developing goals, objectives and systems as well as HR plans for each department or country.
- Implements and periodically updates compensation and benefits model; manages the revisions of job descriptions as necessary; develops HR budget; analyzes compensation; monitors the performance evaluation process and revises as necessary.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, and information activities programs.
- Manages global recruitment efforts to attract top talent from diverse markets writes and places advertisements; works with supervisors to screen and interview candidates; extends job offers; manages new-employee orientations; monitors career-path and employee relations counseling; conducts exit interviews.
- Serve as a listener, advocate and impartial resource for all Seed staff and educators globally; keep abreast of staff needs and wellbeing; support Seed in maintaining a culture that is open, trusting, and inclusive.
- Uses surveys, interviews, and other studies to conduct research regarding human resource policies, compensation, and other employment issues. After analyzing the information, make recommendations on changes.
- Advises and trains managers and supervisors in best employee relations practices and strategies for managing supervisor problems and employee grievances. Develops further training as needed.
- Establishes and maintains all HR systems. Maintains organizational charts and employee directory. Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements for the employee experience, the efficiency of department and services performed.
- Ensures compliance with all federal, state and local employment laws. Researches and explains laws and legal affairs concerning employment to managers, supervisors, and employees.
- Manage all safety and security issues for staff and educators by liaising with country directors and Seed's safety and security teams in our operating countries.
- Provide strategic leadership to the HR team across different regions, ensuring consistency and collaboration.

### **Qualifications**

- A bachelor's degree in human resources or related field and 10 + years of HR experience;

or a master's degree in HR or related field seven years of experience in the HR field; or any similar combination of education and experience.

- Experience working in global organizations with staff located across multiple countries, particularly in the U.S. and Africa.
- Proven experience in strategic human resource management, including workforce planning, organizational growth and transformation.
- Experience working in organizations with employees located globally, remotely and in offices.
- Experience developing new policies, procedures, and tools and training staffing in their use.
- Strong understanding of international organization and cultural nuances across multiple regions.
- Ability to adapt HR strategies to local customs and regulations while maintaining global consistency.
- Advanced proficiency in Microsoft 365 and experience with human resources management systems.
- Passion and commitment to Seed's mission.
- Strong sense of accountability, personal initiative, and responsibility.
- Excellent interpersonal skills, including flexibility and a sense of humor.
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds.
- Ability to work collaboratively in a fast-paced and young organization work environment.

### **Working Conditions**

- Will be based in one of our operating countries (Malawi, Uganda, Sierra Leone or Uganda).
- Will be expected to travel internationally approx. 10% of time
- 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, health/dental/vision insurance, retirement, and a generous leave and vacation benefit.

Seed is an equal opportunity employer that prohibits discrimination and harassment of any type, including without limitation on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, and local law.

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