



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 Generalist, 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 Global Director of People & Culture, the HR Generalist will work proactively with cross-functional teams in all 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

Recruitment and Talent Acquisition:

- Support the recruitment process and strategy for staff and educators across all countries including job postings, candidate screening, interviews, and job offers.
- Coordinate and support Country Directors and the Clinical and Program teams on full cycle recruitment of all Educators.
- Manage orientation for all staff and educators with the support of the leadership team.
- Coordinate with HR teams and global leadership to ensure the sourcing of diverse talent aligned with organizational needs.
- Assist with onboarding and orientation of staff and educators into HR systems and the organization's culture and values.
- Manage Seed in improving the current ATS system. Research and upgrade our current ATS system to support the growing organization.

Employee Relations:

- Support the Global Director of People & Culture by acting as a point of contact for employees and educators on HR-related issues and provide guidance on organizational policies, procedures, and benefits.
- In partnership with the Global Director of People & Culture mediate employee relations issues, fostering positive and effective working relationships.
- Ensure that the organization's values, culture, and ethical standards are upheld across all teams.
- In partnership with the Global Director of People & Culture, support initiatives to enhance employee engagement and satisfaction across multiple locations.
- Promote work-life balance programs and mental health support for global team

Performance Management:

- Assist in the performance management process and help managers set clear performance expectations for staff and educators.
- Support employee development initiatives, including career planning and goal setting.
- Help managers address performance issues and support the implementation of performance improvement plans (PIPs).

Compensation and Benefits:

- Assist in the development and administration of competitive compensation and benefits packages in accordance with Seed policies and best practices.
- Support salary benchmarking and annual compensation reviews.
- Provide guidance to staff and educators regarding US benefit programs, US payroll, and other US HR policies.
- Support staff in all leave policy administration including but not limited to PFML.

Learning and Development:

- Identify training and development needs and coordinate learning opportunities to support staff development.
- Facilitate the creation of training materials or partner with external providers to deliver skill development programs.
- Assist in the development of leadership programs to foster internal talent.

Global Compliance and Policy Management:

- Ensure compliance with US local labor laws, and US HR regulations, including employee contracts, tax implications, OSHA, state unemployment reports and health and safety standards.
- Maintain up-to-date knowledge of local, regional, and international HR best practices and policies.
- Collaborate with legal and finance teams to ensure compliance with relevant laws and regulations in all regions where the organization operates.

HR Data Management and Reporting:

- Maintain accurate employee records and HR databases for all employees.
- Analyze HR data to identify trends and assist in decision-making related to workforce planning, retention, and engagement.
- Prepare reports on HR metrics such as turnover rates, employee satisfaction, and diversity.

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 recruitment experience.
- Experience working at a global organization
- 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

- Position Will be based in Boston, MA
- Flexible work schedule between the hours of 7am and 7pm EST.
- Hybrid work schedule. Required to be in the office at least one day a week.
- 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, 401K, 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