

HR MANAGER

OVERVIEW:

Global Communities is an international development non-profit organization. Our mission is to create long-lasting, positive and community-led change that improves the lives and livelihoods of vulnerable people across the globe.

Global Communities is seeking an HR Manager for the USAID-funded Up to Youth Activity, who will be working in Pristina office, with the Finance & Administration team. Global Communities is implementing the USAID-funded Up to Youth Activity in Kosovo, a five-year, positive youth development project working with youth 15 – 24 years of age. Up to Youth commenced its activities in April 2019 and works in nine selected municipalities in Kosovo to mobilize youth to be forces for positive change. The following are the three specific objectives of Up to Youth:

Objective 1: Mobilizes youth to be forces for positive change by focusing on identifying, recognizing and bringing together vulnerable youth who have the potential and will for positive change.

Objective 2: Develops and demonstrates life/soft skills among youth by preparing youth with the necessary skills to engage in meaningful ways and play active roles in their municipal and/or national economy.

Objective 3: Develops, builds and supports resilience partners in fostering an environment for youth to engage in a positive and meaningful way.

RESPONSIBILITIES:

Based in Pristina, the HR Manager is expected to be able to participate in all of the responsibilities mentioned below:

- Develop and implement HR strategies, systems, tactics and procedures aligned with the overall strategy of the activity and in collaboration with Global Communities home office;
- Build, maintain, and manage an organizational culture that's in line with GC's values, core beliefs, and objectives;
- Partner with the leadership team to understand and execute GC's HR and talent strategy;
- Nurture a positive working environment and attitude towards organizational goals and create a safe and inclusive work environment;
- Oversee and manage a performance management system to drive high performance;
- Advise and guide managers on staff HR and performance issues;
- Manage the talent acquisition process (recruit, interview, hire and train (onboard) new staff);
- Ensure and maintain legal compliance throughout human resource management with local employment laws and regulations, home office and donor rules and regulations, and recommend best practices; Review policies and practices to maintain compliance;
- Advise management team on HR issues and changes to employment law;
- Bridge management and employee relations by addressing demands, grievances or other issues;

- Provide support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; Oversee employee disciplinary meetings, terminations and investigations of allegations of wrongdoing;
- Develop and maintain the program's employee manual and policies and/or procedures;
- Manage personnel files and prepare employment agreements;
- Manage the process of on-boarding and off-boarding of employees/interns;
- Provide updated orientation packages and arrange presentations for all new staff;
- Ensure that all employees have accurate job descriptions and work with relevant supervisors and the COP to revise job descriptions on a case-by-case basis;
- Manage staff compensation and benefits program (payroll preparation, group health and term life insurance benefits and other benefits);
- Maintain a leave tracking system (sick/annual/home/holiday/LWOP) for local staff;
- Manage professional development initiatives; identify training needs and develop internal and external training opportunities for all program staff;
- Bring potential personnel problems and achievements and/or delicate circumstances to the attention of the relevant supervisor;
- Liaise with the Global Communities attorney on legal issues, giving feedback to management;
- Oversee work of the housekeeper and drivers;
- Reports to Deputy Chief of Party and performs other duties as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Familiarity with interpretation and application of Kosovar national policies, rules and regulations, staff entitlements and benefits, recruitment and selection practices, and training programs;
- Familiarity with USAID rules and regulations;
- Excellent organizational skills and attention to detail and ability to determine priorities and respect deadlines;
- Self-motivated and able to meet tight deadlines;
- Strong interpersonal and communication skills;
- Strong analytical and problem-solving skills;
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies;
- Ability to act with integrity, professionalism and confidentiality;
- Comfortable with team-oriented approach to work, preferably in a multi-cultural setting;
- Proficient with Microsoft Office Suite or related software.

QUALIFICATIONS:

- Bachelor's degree in HR Management, Business, Public Administration, or relevant field;
- Master's degree, MBA or a related equivalent advanced degree preferred;
- Three years of experience in Human Resources management, preferably within INGOs and donor-funded programs;
- Ability to build and manage relationships at all levels of the organization;
- In-depth knowledge of employment law;
- Fluency in English and Albanian or other local language required.

How To Apply:

- Please send your applications with CVs and cover letters to the following address kosovorecruitment@KosovoUpToYouth.org;
- Please state “Last Name, First Name – Position” in the subject line of your email;
- Applications will be accepted through 5PM on July 17, 2022. Applications received after that time will not be considered;
- Global Communities provides equal opportunities to all applicants, and does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, disability, age, veteran’s status, sexual orientation, genetic information, marital status, parental status, or political affiliation.
Members of marginalized groups are highly encouraged to apply.