



### **Human Resources Manager**

Project Medishare for Haiti (PM) is a nonprofit organization that empowers Haitians to provide and receive access to quality healthcare. We share our knowledge and resources with local partners to improve health infrastructure and grow the skills of medical professionals. We work with communities, government institutions, local organizations and global medical professionals to enhance the quality of life of Haitian families by strengthening local healthcare capacity. We seek a dynamic, self-driven and highly focused individual to join our Operations team in the Central Plateau. The Human Resources Manager position is full-time and based in Thomonde.

### **Primary Responsibilities**

- Advise the Country Director on all processes related to human resources including staffing and recruitment, internal processes and policies, employee relationships, employee benefits, and organizational compliance with all existing governmental and labor requirements
- Manage the compensation and benefits package for all local staff, including time sheets, leave tracking, performance management process, etc.
- Advise and employees regarding HR policies and procedures (compensation, benefits, security, ethics, etc.)
- In consultation with the hiring manager, oversee recruitment and hiring process for approved positions including job posting, screening, scheduling, interviewing, and reference check process, and subsequent onboarding of new staff
- Maintain HR policy manual and organizational ethical code and ensure that both are regularly updated to reflect existing organizational policy and legal codes, and that all employee files are up to date at all times

### **Qualifications**

- Bachelor's degree required, Master's degree preferred in a relevant field
- Minimum 5 years of related experience in HR, nonprofit environment preferred
- Fluent in speaking and writing English, French, and Haitian Creole. YOU WILL BE TESTED
- **Extensive working knowledge** of Haitian labor code and MSPP recruitment policies
- Experience onboarding new employees
- Can maintain and protect confidential information at all times
- Proficient in MS Office and Google applications
- Excellent organizational and communication (written and verbal) skills
- Experience successfully mediating conflict disputes
- Self-driven, solutions oriented and require minimal direction
- Strong work ethic with a high level of personal and professional integrity and trustworthiness

To apply, please submit a cover letter and resume to [recruitment@projectmedishare.org](mailto:recruitment@projectmedishare.org) by May 31, 2018. No phone calls please.