



POSITION: People & Culture Specialist

REPORTING TO: Director of Strategic Operations and Organizational Effectiveness

REMUNERATION: Negotiable

LOCATION: South Africa, Mexico, Spain or USA (open to other locations)

START DATE: ASAP



Background

JASS is a feminist movement support organization that strengthens the voice, visibility, leadership and collective organizing power of women to resist injustice and transform institutions, policies, practices and social norms that perpetuate violence and inequality. Our partnerships, programs and multi-generational team of activists and organizers are anchored in Mesoamerica, Southern Africa, and Southeast Asia.

Our feminist movement building work supports marginalized women leaders (indigenous and rural land defenders, sex workers, garment workers, LBTQI+, HIV+, and young activists) in critically unpacking the power dynamics affecting their lives from the personal to the public, from the local to the global, as to change the systems, structures and beliefs that perpetuate inequity, injustice, and violence. Our tested approach enables the conditions for women to organise, mobilize and transform power in four areas of their lives: Bodies, Voice, Resources, and Safety.

Our commitment to transforming power in the world starts with how they organize and operate internally. Diversity, equity and inclusion are at the heart of who we are and how we were founded. We have an intersectional staff and shared leadership structure that represents diverse geographies, cultures, faiths, generations, races, abilities, sexual orientations, gender identities, and includes activists grounded in country-level organizing and movements. We strive for internal structures, policies, and practices that value the range of knowledge held in this diversity and that reflect shared principles and accountability to our mission.

JASS embraces the tension between the rigidities of institutionalization and the flexibility and agility needed to support innovative social movements. To ensure our responsiveness and accountability to changing regional contexts and the needs of women on the frontlines of crisis and change, our nimble operations have relied on relationships of trust, shared leadership, strategic coherence, alongside the strengthening of the regional team.

Context

Reporting directly to the Director of Strategic Operations the People and Culture specialist will have an understanding of care for people through human resources to support teams in strengthening their approaches and the institutionalization of practices. It will be essential that the People and Culture specialist

thrives in the JASS ecosystem and has a deep desire to learn from and collaborate with our talented and diverse teams. For this reason, we will prioritize qualified candidates whose lived and professional experiences align with an intersectional feminist culture, principles and mission of JASS.

The People and Culture specialist will work to ensure that every staff member experiences JASS in a consistent way, which is aligned with the organization's core principles and values, contributing to the definition of HR internal policies, strategic communications and tools, while facilitating the design of a cohesive and inspiring HR handbook that will support and communicate all the Human resources aspects within JASS. This need to fill in this position is the result of organizational growth and the need to refresh and strengthen our internal mechanisms to ensure JASS team members are better supported in undertaking movement support work through clear HR approaches and practices that align with who and what JASS is.

Tasks Performed Under This Role

- Work together with a team in support the process of the development of refreshed internal HR practices across the organization.
- Support the review, assessment, definition and development of Human resources policies that will be consolidated in a comprehensive Human resources manual.
- Review HR processes and tools proposing changes that might improve and simplify internal management.
- Support the review of compensation and benefits, including the definition of a new salary scale that is aligned with the internal values, politics and resources of the organization.
- Contributes to help the organization to keep informed and up-to-date with the latest HR trends, tools and best practices.
- Proposes and supports the revision and implementation of Wellbeing best practices within the organization.
- Supports the implementation of human resources systems and best practices.
- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees & records.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts, among others.
- Assist with performance management procedures.
- Identify, coordinate and monitor training sessions and seminars.
- Perform orientations and update records of new staff in HR platform.
- Produce and submit reports on general HR activity as requested.
- Support the definition of HR policies.
- Assist with payroll and ad-hoc Talent management projects.
- Proposes and supports Wellbeing best practices within the organization.

Skills & Competencies

- You will also support the definition and maintenance of talent management metrics, tracking internal data and maintaining the HR platform to support and advise on talent management governance and decisions.
- As the right candidate, you will be understanding of JASS's values, mission and vision, and be sensitive to upholding them in the way you take up the responsibilities of the role.
- Successful applicants will have at least ten years of experience in a similar role within a non-profit

development, gender, human rights, arts and/or funding organization.

- You will have demonstrated commitment to gender equality, anti-racism, anti-discrimination, and social justice.
- You will be experienced in project and program management; and have demonstrated capacity to think strategically and analytically, with expertise in complex problem solving, decision-making and critical thinking skills.
- You are someone who can thrive in a virtual environment working with a diverse and virtual team and can engage team members, build consensus, and build high performance teams.

Other Requirements

- Bachelors degree in Human Resources or related.
- Exposure to Labor Law and employment equity regulations in an international environment.
- Effective HR administration and people management skills.
- Exposure to payroll practices.
- Full understanding of HR functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Meticulous attention to detail.
- A desire to work in an organization whose mission and culture are rooted in movement building, centering of the majority world with an intersectional feminist and transformative approach to equity and justice.
- Strong prioritization skills, active troubleshooting and propositional in solution making, balancing the needs and priorities of Human resources with the needs and context of JASS.
- Ability to manage sensitive matters with a high level of confidentiality and discretion.
- Ability to work independently and remotely across time zones, with flexibility in working hours as dictated by the needs of a global organization.
- Ability to interact with and build relationships with diverse sets of people in a confident effective and professional manner while observing confidentiality where necessary.
- English fluency and excellent written oral and virtual communication, presentation and negotiation skills with an understanding of the importance of both method and timing in communication. Spanish fluency a strong plus (JASS is a bilingual English – Spanish organization and values language diversity).
- Proficient in zoom, Microsoft office, adobe acrobat, web-based management tools and Human resources platforms.

Compensation

The salary range and benefits package is competitive for a manager-level position and will be based on location and experience. Benefits include employer-paid health insurance, generous vacation leave, national holidays and sick leave. Non-monetary benefits include the opportunity to make significant strategic contributions to an innovative and respected movement support organisation with a global presence, a supportive and feminist work environment that encourages leadership development, and the ability to work remotely and travel internationally.

JASS is an equal opportunity employer committed to creating an equitable, inclusive, feminist working environment for all employees. We value and are enriched by diversity and our leadership, staff, culture and structures reflect this. We strongly encourage qualified candidates of all races, ethnicities, colors, religions, gender identities, gender expressions, sexual orientations and abilities to apply. For this role, candidates from the Global South, particularly one of JASS' three regions, will be prioritized.

How to apply

Interested applicants should submit the following by e-mail to akofa@ngorecruit.com quoting reference number **NJA001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with Just Associate's mission and the unique qualities you will bring to this role

Application Deadline: 26 August 2022

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about Just Associates, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).