



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.

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

JASS needs to engage with a People and Culture Specialist to support the team in the development of internal policies and in the definition of human resources processes and best practices that will sustain the internal management of the talent in the organization.

JASS has grown substantially in the last 4 years, which means a high burden on the internal structures, reporting and management mechanisms, it also means that team managers have had to carry an additional burden to support their teams without having the right tools in place. At this crucial moment of JASS history the organization must revisit its internal policies, updating them to adjust them to the current needs of the organization, bringing coherence to the different practices and documents that have been drafted to attend punctual requirements. The consultant will support the definition of new policies that meet new challenges and requirements emanating from the work, a JASS team that is multicultural and internationally dispersed and the relevance of the work of JASS in the regions where it operates. The package of Benefits provided by the organization will need to be revisited to ensure that is competitive, fair and sustainable given the conditions under which JASS operates and that meets the talent of the staff that conforms JASS ecosystem.

The drafting of the internal HR policies must ensure that every staff member experiences JASS in a consistent way, aligned with the organization's core principles and values, and contributes to the definition of Talent management internal policies, strategic communications and alignment. The Internal HR policies drafted under the direction and supervision of the People & Culture Specialist will consolidate into a cohesive and inspiring HR handbook, supporting and communicating all talent management aspects within JASS.

JASS is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at JASS are based on organisational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression. These values, as well as JASS principles, will need to be reflected in all the documents and processes drafted under the scope of this work.

Key Performance Areas

- Support the definition of new HR policies that will conform in a comprehensive and integrated HR Manual
- Review HR processes and tools as well as proposing changes that might improve and simplify internal management
- Review that current salary scale and collaborate in the definition of a new salary scale that is aligned with the internal values, politics and resources of the organization
- Keep up to date with the latest HR trends, tools and best practices
- Proposes and supports Wellbeing best practices within the organization
- Participate in the definition, development and implementation of Talent Management Compensation and Incentive Plans

Skills & Competencies

- 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 working in Human Resources in a similar non-profit, 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 drafting, analysing and implementing human right policies, 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

- Bachelor's degree in Human Resources or related
- Exposure to Labor Law and employment equity regulations in an international environment
- Experience with payroll practices in an international organization
- 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
- Fluent in English and preferably with high or intermediate level of Spanish

Note: This is a six (6) months contract with possibility of extension.

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](#).