



POSITION: Director of People and Culture (Part-time)

REPORTING TO: Executive Director

REMUNERATION: 54 000 – 72 000 EUR per annum

LOCATION: The Hague, Netherlands

START DATE: ASAP



Background

Samuel Hall is a social enterprise specializing in migration and displacement research. Our rigorous research approach informs policies and programs and connects communities to change-makers for more inclusive societies. Structured around three pillars, including Research & Policy, MEAL, and Data Standards and Analytics, the company has offices in Kabul, Nairobi, Berlin, and Tunis, and staff working remotely. The company has registered its holding in the Hague, Netherlands, where it aims to situate core functions including finance and human resources, to begin with. Samuel Hall partners with global organizations (United Nations, governments, and non-governmental organizations – NGOs) as well as universities to better understand, remove, and reduce barriers to migration and inequalities in the world. With ongoing conflicts, instability, climate change, and socioeconomic inequalities, our work remains crucial in providing evidence-based solutions. The company is currently composed of 45 full-time staff members. Learn more at <https://www.samuelhall.org/>.

Who is Samuel Hall

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programs, and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience in complex and fragile settings. With offices in Afghanistan, Germany, Kenya, Tunisia, and the United Arab Emirates, we are based in the regions we study.

We have over ten years of experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organizations, and NGOs, as well as public and private sector entities. It's an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South's high-potential, fast-growth social enterprises. For more information, please visit www.samuelhall.org.

WORK ENVIRONMENT: We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your own spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and

reliable team players who can add value from the very start, expand our knowledge, and help us to maximize our social impact.

About the Role

We are seeking an experienced and strategic Director of People and Culture to lead our Human Resources function, overseeing operations globally, and supervising a human resources (HR) team in Nairobi, Kenya. As the Director of People and Culture, you will play a pivotal role in shaping and leading on all aspects of human resources strategy in alignment with our core values. You will be responsible for setting the HR strategy and multi-year work plan, overseeing all aspects of HR, including talent acquisition, employee relations, performance management, and HR policies and procedures. **This will be a part-time role initially, based in the Hague, Netherlands.** Travel to the Nairobi Office will be once a quarter or twice a year.

About You

This position calls for an individual who wants to make a real difference around the world, and who believes and is passionate about our company's ethos, which is working with marginalized populations and connecting communities with changemakers for more inclusive societies. Our organization was selected as part of Stanford University's Seed Transformation Program as a social enterprise of the Global South working towards scaling and sustaining its social impact in the world.

Key Responsibilities

- **Strategic HR Leadership:** Develop and implement HR strategies that align with the company's goals and objectives for the company's global operations; serve as a member of the leadership team, providing strategic guidance on people-related issues.
- **Employee Relations:** Manage and resolve complex employee relations issues, promoting a positive and productive work environment in both countries.
- **Performance Management:** Develop and oversee performance appraisal systems, coaching managers on effective feedback and development plans in the Netherlands and Kenya.
- **Compensation and Benefits:** Review and update the compensation and benefits structure to attract and retain top talent in both locations.
- **HR Policies and Compliance:** Ensure compliance with labour laws and regulations, auditing and updating HR policies and procedures to ensure compliance.
- **Training and Development:** Identify training needs and implement programs to enhance employee skills and career growth in both countries.
- **HR Metrics and systems:** Establish and analyze HR metrics and systems to drive data-driven decisions and continuous improvement across locations.
- **Conflict Resolution:** Mediate and resolve conflicts, promoting effective communication and a harmonious workplace in both regions.
- **HR Team Leadership:** Mentor and develop HR staff, fostering a high-performance culture across both locations.

Job Requirements

- Master's degree in HR, Business Administration, or a related field.
- A minimum of 8 years of progressively responsible HR leadership experience, with a track record of success.

- Strong knowledge of labour laws and regulations, including but not limited to employment contracts, working hours, and leave policies.
- Proven experience in talent acquisition and managing recruitment and onboarding processes.
- Demonstrated expertise in employee relations, with the ability to handle complex issues, mediate conflicts, and maintain a positive work environment.
- Experience in designing and implementing performance management systems, including setting objectives, conducting evaluations, and providing constructive feedback.
- Previous involvement in compensation and benefits strategy (salary benchmarking, bonus structures, and benefits).
- Proficiency in developing and updating HR policies and procedures to ensure compliance with legal requirements and industry best practices.
- Track record of creating and delivering HR training programs to enhance employee skills and career development.
- Strong analytical skills, with the ability to use HR metrics/data to drive strategic decisions and continuous improvement.
- Outstanding communication and interpersonal skills, with a focus on promoting effective teamwork and collaboration.
- Proven leadership abilities, including experience in mentoring and developing HR teams to achieve high performance.
- Multinational organization experience, particularly in managing HR functions in different countries or regions.
- Familiarity with HR technology, software programs, and systems for efficient HR management and software solutions.
- Experience working in diverse and inclusive environments, promoting cultural sensitivity and awareness.

How to apply

Interested applicants should submit the following by e-mail to poveshnee@ngorecruit.com quoting reference number: **NSH001**

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

Application Deadline: 11th March 2024

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more information about Samuel Hall, visit their [website](#), [LinkedIn](#) and [Twitter](#) accounts.