



Appointment of --- People and Culture Manager



JOB DESCRIPTION

Job title:

People and Culture Manager

Location:

GLOBAL/virtual with a preference for candidates based in Honduras, Mexico, Guatemala, Malawi, Zimbabwe, South Africa, Indonesia, Cambodia or Philippines

Grade:

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Reports to:

Director of Strategic Operations and Organisational Effectiveness

Position to be filled:

October 2023 (or before)

ABOUT JASS (JUST ASSOCIATES)

JASS is a feminist movement strengthening organisation – rooted in the majority world - that strengthens the voice, visibility, leadership and collective organising power of women for a just and sustainable world for all. We equip and strengthen the leadership and organising capacity of women leaders and their organisations in Mesoamerica, Southeast Asia, and Southern Africa. Our feminist movement building work supports marginalised women leaders (indigenous and rural land defenders, sex workers, garment workers, LGBTQI+, HIV+, and young activists) to critically unpack the power dynamics affecting their lives from the personal to the public, from the local to the global, to change the systems, structures and beliefs that perpetuate inequity, injustice, and violence. Our approach enables women to organise, mobilise and transform power in four areas of their lives: Bodies, Voice, Resources, and Safety.

JASS' commitment to transforming power in the world starts with how we organise and operate internally based on feminist principles. We embrace the tension between institutionalising how we operate and the agility needed to support movements. To ensure our responsiveness and accountability to changing contexts and the needs of women on the frontlines of crisis and change,

our operations have relied on relationships of trust, shared leadership and strategic coherence, from local to global levels.

As a multi-centred organisation, we have a diverse staff and distributed leadership structure representing our intersectional feminist politics across: geographies, cultures, generations, race, ability, sexual orientation, gender identity and spiritual beliefs. JASS' work is carried out by 50 full and part-time staff spread across 15 countries worldwide who are supported by operations in Jakarta, Johannesburg, Mexico City and Washington DC. We strive for internal structures, policies, and practices that reflect our principles (including accountability to our mission) and value a range of knowledge and experiences.

After a period of growth, we undertook an organisation-wide review (2021-2022) which provided insights into the organisational form needed to support us going forward to better aligning our regional and global work to increase impact, integrating safety and well-being into our practice and improving our internal organisational governance, systems and procedures.

POSITION OVERVIEW

The P&C Manager is expected to support the practices of care of JASS people and movement culture, inviting innovation that feeds our collective strength; serving as a reliable point of reference to bolster our virtual and remote teams.

They will support the development of HR approaches, practices and internal mechanisms (that align with JASS principles) to enable JASS to become a stronger and more effective organisation. The successful candidate will have a deep desire to listen to, learn from and collaborate with our multi regional and diverse teams.

The P&C Manager will work with the Director of Strategic Operations and Organisational Effectiveness and the JASS Leadership Team (JLT) to do this work, centering a movement based approach to HR that ensures JASS maintains a healthy organisational ecosystem to better serve its feminist movement building mandate.



KEY ROLES AND RESPONSIBILITIES:

Recruitment and Onboarding:

- Develop and oversee processes of recruitment and onboarding of new staff.
- Support the management of accompanying people in their recruitment, hiring, orientation and closing out.

Care for Staff and HR Management:

- Serve as the HR contact for all senior leaders in JASS and support them in ensuring day to day HR management, respond to inquiries regarding policies, procedures, and terms of employment, maintaining updated staff records, including via JASS online HR portal (Personio) and support risk management.
- Oversee payroll and the administration of benefits programs for staff, working closely with Regional Directors and regionally-based finance and operations colleagues; research and cost out benefits alternatives as needed; serve as liaison to US-based benefits vendors.
- Keep audit quality, legally compliant records of contracts and personnel information such as hires, promotions, leave, grievances, terminations etc and ensure job descriptions and contracts are up to date.

- Ensure adequate systems for learning and development are put in place within the parameters of the organisational approach and ensure these are carried out to support personal growth. Advise and support directors and staff in conflict management and complex HR issues; proactively raise HR issues with supervisors. Be alive to issues of pace and support the integration of heart, mind body and practices of care holding a sensitivity and responsiveness to cultural differences.

HR Hand Book and Policy Development:

- Guide the leadership team and staff actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines to ensure JASS's HR handbook remains a relevant and living guide. Periodically review and update HR policy and practices using a feminist lens to enable a movement culture of professionalism and care.
- As needed convene an HR working group to address particular HR tasks.
- Stay attentive to movement and social justice trends in care for people and HR management, and bring these learnings into JASS in an appropriate manner.
- Support periodic reviews of compensation and benefits, definition of salary scales that are aligned with the internal values, politics and resources of the organisation.



HR Compliance:

- Support and where necessary provide direction to ensure compliance with employment-related laws and regulations in registered countries; advise on necessary actions in alignment with current employment law requirements.

QUALIFICATIONS & CORE COMPETENCIES OF OUR IDEAL CANDIDATE

Successful applicants will have more than five years of experience in a role that has centred care for people and overseeing, developing and implementing human resources plans for a value-driven organisation. They should have exceptional interpersonal skills, be skilled in multitasking and team work , as well as analytical thinking. This is someone who thinks outside of the box and thrives in a virtual environment engaging with diverse individuals across the globe. They will be able to hold systems with heart and be motivated to collaboratively find innovative and creative solutions.

At JASS, we value unconventional experience and believe that skills are transferable and therefore if you fit most, but not all, of the candidate profile, we encourage you to apply.

Requirements:

- 6+ years professional experience in human resources and organisational development work in the not for profit sector and/or social justice sector, ideally including working virtually across the globe.



- Bachelor's degree in HR or related and/or related HR certifications desirable.
- Experience in feminist organisations/social justice organisations with innovative approaches to HR management and development.
- Knowledge of labour laws in at least one of the regions we work in (Southeast Asia, Southern Africa or Mesoamerica) and employment equity regulations in an international environment/multiple countries.
- Experience managing the full set of HR functions linked to overall organisational effectiveness.
- Experience with payroll practices in an international organisation.

Attributes:

- Strong prioritisation, active troubleshooting and propositional in solution making; balancing the needs and priorities of the HR with organisational principles.
- Fantastic organisational and time management skills; work well under pressure with meticulous attention to detail.
- An ability to work independently and remotely, across time zones, with flexibility in working hours as dictated by the needs of a Global organisation.
- Ability to interact with and build relationships with diverse sets of people, in a confident,

effective and professional manner; and able to manage sensitive matters with a high level of confidentiality and discretion.

- 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 organisation and values language diversity).
- Proficiency in Zoom, Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, HR platforms, web-based management tools and Social Media web platforms. Experience with creative platforms like Jamboard, Mentimeter a plus.
- A deep desire to work in an organisation whose mission and culture are rooted in movement building, a centering of the majority world with an intersectional feminist and transformative approach to equity and justice



COMPENSATION

JASS is committed to equitable salary and benefits based on roles and responsibilities, regardless of location. The salary range for the position begins at USD 5,000 per month depending on relevant years of experience, knowledge and skills. Benefits include employer-paid health insurance, generous vacation leave, national holidays and sick leave.

The initial offer of employment is for 1 year (with 3-month probationary period), with a possibility of renewal based on mutual satisfaction.

HOW TO APPLY

You can submit your application through this [link](#), where you will be asked to attach the following documents:

1. Complete curriculum vitae (detailing the nature, scope and scale of responsibilities performed), and including the name and contact details of 3 reference persons.
2. A cover letter highlighting relevant skills and experience for this position; including 2 paragraphs on why you are the ideal “fit” for JASS and how and what you would contribute to the role.

THE DEADLINE FOR APPLICATIONS.

Applications received by July 16, 2023.

JASS is committed to creating an equitable, inclusive, feminist working environment for all employees. We value and are enriched by diversity; and our leadership, staff, cultures and structures reflect this. We strongly encourage qualified candidates of all races, ethnicities, colours, 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 prioritised.

