



Chief of Human Resources

## Description

### About Malala Fund

Malala Fund is working toward a world where all girls can learn and lead. With more than 130 million girls out of school today, they are breaking down barriers that hold girls back.

Malala Fund advocates for resources and policy changes needed to give all girls across the world a secondary education. The girls they serve have high goals for themselves and have expectations for leaders who can help them. Malala Fund invests in local education leaders and front-line organisations — the people who best understand girls in their communities — in regions where most girls are missing out on secondary school. They give girls the tools they need to advocate for education and equality in their communities and a platform for the world to hear their voices. Malala Fund believes girls should speak for themselves and tell leaders what they need to learn and achieve their potential.

### About the Role

The Chief of Human Resources is a new position at Malala Fund. It requires a strategic, mission-driven leader who manages the day-to-day HR operations and supports staff to flourish throughout the employee life cycle.

As a Chief of Human Resources, you will support the organisation by drafting and implementing Human Resources policies and guidelines based on DEI approaches. You will be responsible for incorporating local and regional policies, human resources laws, and staff specific contexts into a global organisational strategy. The Chief of Human Resources will be in charge of the general HR administration, including talent acquisition and management, compensation and benefits, employee relations, legal compliance, administration and other human resources functions. Candidates from the Global South are particularly encouraged to apply.

### Duties and Responsibilities

As part of the Executive Leadership Team, the Chief of Human Resources will hold a critical role in a multi-cultural and dynamic organisation. Specific responsibilities include:

- **Shape Organisational Culture & People Practices**
  - Support the Executive Leadership Team on setting the strategy, direction and growth of the organisation across the countries they operate
  - Manage and incentivise staff engagement to support Malala Fund's cultural priority of building a trusting, respectful, and inclusive environment across staff location, background, and identity.
  - Steward staff's commitment to fostering an increasingly diverse, equitable, and inclusive work environment.
  - Support Malala Fund's Country Offices on HR legal frameworks and policies, as well on organisational structure and development
- **Steward Staff Performance Management, Learning, & Development**
  - Develop and coordinate performance reviews, compensation and rewards adjustments.
  - Support and advise managers and leadership team members in their efforts to build thriving teams and development plans.
  - Build open and welcoming internal communication channels, where information could be shared and understood by all staff members.
- **Manage Talent Acquisition and Onboarding**
  - Oversee Malala Fund's overarching recruitment, selection, and hiring, with a particular emphasis on consistently strengthening the Fund's commitment to diversity.
  - Guide and support team members to identify job needs and prepare job descriptions.
  - Support new hires and team members to develop and implement onboarding processes that respect diversity, equity and inclusion.
- **Oversee Employee Relations and Risk**
  - Manage and support employee internal relations. Coach managers and staff on creating positive working relationships.
  - Offer support and a safe space for employees' inquiries.

- **Manage Benefits Strategy and Payroll Administration**
  - Ensure staff are aware of and maximising employee benefits.
  - Review and select benefits (e.g. health insurance, retirement plans, workers compensation, paid leave) in alignment with country regulations and people-related best practices.
  - Lead payroll processing for all countries of operation.
- **Compliance and Registration:**
  - Review or create HR policies and procedures, ensuring they are: (a) in compliance with applicable employment laws and (b) consistently applied in all the countries that Malala Fund has staff.
  - Coordinate HR requirements during the set up of new country offices.

## Skills and Experience

- Hands-on HR experience across the spectrum of recruitment including employee relations, legal compliance, drafting and implementing HR policies and processes and other human resource management functions.
- Executive or Senior HR Leadership level within a similar-sized organisation – ideally with an international, non-profit organisation.
- Track record leading and supporting team members across different countries and regions. Experience in a matrix management context.
- Experience in team and organisational culture development; leading culture change with demonstrated ability to develop a high-performance culture.
- Experience of working in different countries, with an understanding of the application of local employment laws and frameworks in different international jurisdictions, especially where Malala Fund operates in.
- Strong communication skills whilst being culturally sensitive.
- Experience administering training on HR policies and processes.
- Strong understanding and commitment to anti-racism, decolonial principles, and DEI culture.
- Track record implementing a people and culture strategy with a global perspective.

## Meta Fields