



Senior Director of Human Resources

Job Description

Department	Executive Team
Reporting to	Global Managing Director
Location	West Africa (preferably Lome/Conakry)
Job Level	BG-11

The Role

Integrate Health (IH) recently launched an ambitious new five-year strategy (2023-2028) to rapidly scale high-quality primary healthcare across West Africa. IH is seeking a Senior Director of Human Resources to serve on the Executive Team and lead the organization to most effectively support and leverage our greatest resource, our people, as we implement this new strategy. This role will develop the HR strategy in line with Integrate Health's global strategy, convert it into a roadmap, and oversee its implementation. We are seeking a strong manager, who understands the levers of change management and will serve as a trusted partner to leadership and staff.

The Senior Director of Human Resources will ensure that Integrate Health recruits, trains, and retains high-performing staff across all teams by implementing effective HR management strategies and policies. These policies will take into account among others: the structuring of the organization, the recruitment of staff, the relations and the organization of work, the social climate, the prevention and management of collective and individual risks, and staff development and growth. The Senior Director of Human Resources will ensure a positive, performance-oriented work environment, valuing internal collaboration and recognizing the importance of individual contributions. Reporting to the Global Managing Director, the Senior Director of Human Resources contributes to the definition and monitoring of the organization's strategic objectives, oversees the design of HR budgets and strategy, and ensures their proper execution.

Integrate Health offers a competitive compensation package and a generous benefits package aligned to applicable law. The compensation range for this position

will be between \$70,000 and \$120,000 depending on experience for candidates based in West Africa.

Your Contribution

Responsibilities:

1. Organization and strategy
 - a. Define Integrate Health's HR management policy, promoting best practices and the use of innovative tools.
 - b. Bring to life, explain, and lead the deployment of HR strategy and projects, propose and implement the necessary HR management tools, and coordinate Integrate Health's HR actions with HR managers in all offices.
 - c. Ensure the implementation, harmonization, and formalization of HR procedures across all offices and teams.
 - d. Monitor the forward-looking management of jobs and skills.
 - e. Position the HR function as a business partner, offering quality services and advice in line with team expectations.
 - f. Identify functional risks and implement appropriate preventive and corrective measures.
 - g. Perform HR data consolidation work through monthly, quarterly, and annual HR reports.
 - h. Lead periodic evaluations and ensure effective implementation of performance-based management.
 - i. Prepare and present progress reports on projects and achievements to the Executive Team, Board of Directors, and other parties as appropriate.
 - j. Work closely with other members of the executive team.
 - k. Work to ensure a strong organizational culture aligned to Integrate Health's organizational values, performance effectiveness, and commitment to diversity, equity, and inclusion.
2. Staff recruitment
 - a. Oversee and ensure effective staff recruitment according to Integrate Health procedures.
 - b. Harmonize and coordinate the onboarding processes of new employees.
 - c. Coordinate the management of the pool of potential candidates and ensure the talent identification process.

3. Work relations and organization
 - a. Help and advise the executive team, assist other departments in Human Resources matters.
 - b. Assist HR Managers in US, Togo, and Guinea in monitoring applicable administrative and legal procedures in terms of HR policy, staff management, and social law, depending on the country.
 - c. Review, monitor, harmonize, and update employment contracts and staff files, ensure accuracy of staff database.
4. Social climate and social data
 - a. Ensure the maintenance of a good social climate, organizational culture, and working conditions; be primarily responsible for ensuring alignment with the cultural code and organizational values.
 - b. Ensure the implementation of activities in line with DEI objectives.
 - c. Establish and coordinate competitive compensation and benefits.
 - d. Coordinate human resources management actions with payroll.
5. Preventing and managing potentially contentious collective and individual situations
 - a. Advise General Management and the various departments on individual and/or collective issues (dismissals, disciplinary sanctions, staff representatives, etc.).
6. Coordination of relations with various social institutions in Togo and Guinea
 - a. Represent General Management where necessary.
 - b. Ensure proper management of relations with all social partners, staff representatives, social security funds, labor inspectorate, etc.
7. Training
 - a. Coordinate the design and implementation of training and staff development plans to equip employees with the knowledge and skills needed to achieve Integrate Health's objectives.
 - b. Manage succession planning and talent identification, and drive the performance management system.
 - c. Develop career development programs in line with Integrate Health's multi-year strategic objectives.
8. Salary policy and compliance
 - a. Support General Management in developing/updating, implementing, and maintaining competitive and equitable compensation and benefits policies and programs to retain highly qualified and high-potential staff.

9. Team management

- a. Manage the main HR department and monitor the tasks and responsibilities of the HR Managers.

What are we looking for?

Additional qualifications:

- 10 to 15 years' professional experience in Human Resources, including at least 5 years as HR Director.
- Experience with a regional or group view desirable.
- Mastery of all areas of Human Resources management: recruitment, training, labor and employment law, career management, payroll.
- Leadership and ability to manage and lead the HR positions in several countries.
- Thoroughness, multi-tasking, trustworthiness, discretion, and confidentiality.
- Good listening skills and good oral and written communication skills.
- Strength of proposal and conviction.
- Ability to adapt.
- Strong organizational and interpersonal skills.

Education

- 5 years' higher education in labor law or human resources management, or equivalent degree.

Languages

- Fluent in French and English, written and spoken

Commitment to Diversity, Equity, and Inclusion

At Integrate Health, we place a high value on diversity and the benefits that come from having employees with a wide variety of backgrounds and experiences. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Applicants of West African origin, especially women, are strongly encouraged to apply. To learn more, please visit the diversity, equity, and inclusion page on our website: <https://integratehealth.org/diversity-equity-and-inclusion/>

To Apply

Please submit a resume and responses to the three questions below in **no more than one page** to info@integratehealth.org with Senior Director of HR in the subject line.

1. Why are you interested in this position?
2. What is one reason you think you'd be a good fit for this position?
3. What is one strength you would bring to this position?

Please keep total question responses to a maximum of one page. The application deadline is rolling. Interested applicants are strongly encouraged to apply as soon as possible.

Hiring Process

The hiring process will include the following steps:

1. Review submitted applications
2. Conduct 20-minute screening interviews for shortlisted candidates
3. Request that shortlisted candidates submit a practical assessment (designed to take no more than two hours to complete)
4. Conduct skills-based interviews for 3-5 candidates
5. Request references
6. Conduct final interview if necessary
7. Make offer

Only shortlisted applicants will be contacted, but candidates who proceed to step 2 will be notified if they are not chosen for step 3.

About Integrate Health

Integrate Health (IH) is a rapidly growing global health organization working to serve rural and remote communities in Togo, and in Guinea, West Africa. We believe that access to healthcare is a human right, and we are committed to making this a reality by partnering with governments and local communities to make quality primary healthcare accessible to all. We implement and study an integrated approach to strengthening primary healthcare delivery in order to achieve universal health coverage.

By integrating professional Community Health Workers with improved care in public clinics, this approach creates a patient-centered health system that is accountable to the community and dramatically reduces mortality in severely resource-limited settings.

For more information on Integrate Health, please visit www.integratehealth.org.