



## We are hiring a Human Resources Director

### ABOUT SPARK MICROGRANTS

Spark Microgrants believes in a world where everyone lives with dignity and determines their own positive future. Decades of prescriptive aid have sidelined the poor from the very programs meant to uplift them. We believe families in every village should have the opportunity to design and launch local projects of their own. Founded in Rwanda in 2010, Spark has codified a unique Facilitated Collective Action Process (FCAP) providing facilitation and funding to over 800 villages and reaching more than 500,000 people. The Spark FCAP is a series of 'town-hall' style weekly meetings, in which women, men, young, and old, plan together for their community's future. Each village elects a leadership committee, establishes a village savings account, and launches a project of their choice. Members receive training on financial management, transparency, leadership, village planning, and advocacy. Each village then receives US\$8,000 - US\$15,000 in seed funds and additional management support to turn their project ideas into reality.

Spark works in collaboration with government and civil society to scale the FCAP as the model of choice to advance social and economic development, improve lives, and secure lasting change. Spark is now active in 800+ villages across six countries, improving the lives of over 560,000 people.

As a team, we share a set of common values that shape how we work. These are:

1. Facilitators. We don't impose; we enable others to generate impact.
2. Community-driven. We are motivated by what is best for the community.
3. Process-centered. The how of what we do is just as important as the what.
4. Authentic. Our vision and values live in everything we do.
5. Dynamic. We seek opportunities and are willing to take risks to serve our community partners better

## ABOUT THE ROLE

The Human Resources Director will be responsible for developing and executing a human resource strategy in support of Spark Microgrants overall organizational mission and strategic direction, specifically in the areas of talent recruitment, compensation and benefits, performance management, training and development, employee relations, policy enforcement, and compliance with employment regulations. The Human Resources Director will provide strategic leadership by developing and articulating Human Resources needs and plans, and serve as a strategic advisor to the executive management team. The Human Resources Director will have oversight of all HR-related functions across the organization to create and ensure a workplace that attracts and retains a global workforce of high performing professionals.

## RESPONSIBILITIES

### Recruitment & Hiring

- Oversee recruitment function, onboarding, and new hire orientation
- Ensure recruitment, hiring and promotion procedures are clear, transparent and promote diversity, equity and inclusion

### Salaries & Benefits

- Evaluate the compensation and benefits of a international workforce against market trends in order to optimize compensation plans within budgets

### Policies & Procedures

- Ensure compliance with employment regulations in all countries where Spark operates, stay informed of changing employment regulations and update policies and procedures accordingly
- Update Human Resource policies and procedures to incorporate learnings and best practices
- Align policies, procedures and practices across all project offices
- Oversee the corporate HRIS systems and tools, ensure human resources files, information and resources are maintained and updated

### Professional Development

- Provide leadership training and coaching, help identify areas of potential growth and development for employees and management
- Design professional development initiatives that support the growth and development of talent within the organization
- Develop, manage, provide guidance, and monitor staff performance and engagement programs

## Employee Relations

- Provide information, advice and guidance to managers on employee relation issues
- Continuously promote a positive work culture in line with Spark's Mission and Values
- Oversee staff engagement surveys and outreach

## Ethical Conduct

- Ensure all employees are trained on policies and procedures
- Manage investigations of complaints and grievances and implement disciplinary procedures when required
- Serve as a case manager responding to allegations of abuse, ethics violations or fraud

## REQUIREMENTS:

- Minimum 10 years of human resources management experience in an international non-profit organization
- Strong training and leadership skills
- Proven experience working on complex employee relations matters
- Able to maintain a high level of confidentiality in handling sensitive information
- Possess problem-solving skills, be a self-starter and a team player
- Ability to work independently and accept responsibility
- Able and willing to travel to various Spark office locations as needed
- Experience working in sub-Saharan Africa preferred

## OTHER INFORMATION

Reporting: Reports to CFO, manages HR Officer(s)

Job Location: Kigali, Rwanda; Kampala, Uganda; Nairobi, Kenya; Lilongwe, Malawi; Accra, Ghana; USA; or remote

Start Date: As soon as possible

Probation period: Three months probation period with learning and performance objectives

Application closing Date: TBD

follow the link to apply: <https://sparkmicrogrants.bamboohr.com/careers/88>

## WHY WORK WITH US?

- You will play a critical role in shifting the way global development works, opening opportunities for thousands of villages to drive local change.
- You will be joining a dynamic team that hails from ten countries around the world and is committed to our vision.
- You will have the freedom and autonomy to make your role your own. We want to hear your innovative ideas, your vision for the future, and your critical questions.
- You will join an entrepreneurial organization that is in a growth spurt.

- In addition to salary, Spark offers other benefits, including generous paid time off and family leave, monthly communications and professional development stipends.

### **SAFEGUARDING**

Our safeguarding follows a do no harm principle. All Spark staff are expected to respect and uphold the safeguarding procedures and principles to minimize harm to stakeholders, program participants, and the environment, in compliance with the World Bank Environmental and Social Framework and Rwandan Legislation.

### **EQUAL OPPORTUNITY EMPLOYER**

Spark Microgrants provides equal employment and advancement opportunities to all individuals. Employment decisions at Spark are based on merit, qualifications, and abilities. Spark does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, gender identity, age, disability, marital status, or any other characteristic protected by the law. Spark will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship to daily operations.