**NARAP – HUMAN RESOURCES MISSION, VISION, OVERVIEW AND DIRECTOR´S JOB DESCRIPTION**

**MISSION:**

In support of NARAP´s principles, values, vision and mission, provide the overall organization with the required strategic guidance, talent, administrative people processes and labor/legal compliance in helping to assure that all of NARAP´s annual goals are met.

**VISION:**

The HR Department is a critical component of employee satisfaction and wellbeing at NARAP. As a department it seeks to deliver its services to the entire NARAP community with the goal of attracting, developing, motivating and retaining a diverse and volunteer workforce, and in a supportive work environment.

**DEPARTMENT OVERVIEW:**

There are basic differences in the roles and responsibilities of HR between a profit driven organization and a nonprofit organization. The core of any nonprofit organization is its mission and its ability to accomplish it, and not necessarily the profit or earnings (if such exist) that it may generate.

Therefore, the HR department and its components in a nonprofit organization MUST be mission driven, and provide the support and assurance that the rest of the organization keeps moving in the same stride and with the same mission driven attitude. Basic HR responsibilities are similar in both types of organizations, and thus we will include in the attached Job Description.

**HR DIRECTOR JOB DESCRIPTION:**

Department: Human Resources

Title of position: Director, Human Resources

Reports to: Chief Operating Officer

General Description:

The Director, Human Resources at NARAP manages a department/function and a mission (organizational and departmental), its goals and the employee´s place within them. The position is unpaid and is responsible for managing unpaid staff, provide the necessary training and goals for a volunteer staffed organization, foster engagement, motivation, recognition and with it a degree of retention and desire of growth within the organization. The position must always remember that volunteers do the work out of motivation and not for pay, and should always be managed accordingly.

On a continuous basis and in conjunction with other departments, asses personnel needs, both for ongoing continuous activities, as well as project based activities. Recruiting, screening selecting, hiring, onboarding are core activities, as are the proper orientation, training, coaching, development, recognition, engagement and compensation (if applicable)of the entire workforce.

NARAP must be able to rely on the HR Director to assure proper compliance by the organization and all its components of all legal and labor requirements.

Principle Responsibilities:

l. Establish and manage a functional HR department that is operative at distance, providing administrative systems and communication tools to assure the full integration of NARAP´s workforce and its proper administration.

2. In coordination with all other areas of the organization, establish and execute the annual Strategic Manpower Requirement Plan, based primarily on project based requirements, but also, if needed, for cases of ongoing or permanent labor

3. Establish a defined and smooth recruiting, hiring, onboarding process that meets all of NARAP´s people needs in a timely manner

4. Together with operative areas of the organization, develop continuous and repetitive training programs for the volunteer workforce, as well as for all other employees. Create support leadership training tools for managers and supervisors to become more effective in managing people.

5. Establish and manage a performance driven culture in NARAP based on clear project objectives, periodic performance reviews, recognitions, performance improvement plans.

6. Establish, validate, update (when needed) people related policies and procedures; assure proper processes in managing people are kept and adequate systems or tools are utilized for such purpose

7. Keep abreast of latest market information that can be of use in the areas of benefits, compensation, recognition, development, engagement, and properly inform NARAP of potential recommendations

8. Guarantee legal labor compliance at all levels and departments in NARAP

9. Participate in active manner in developing and managing department budget, annual objectives and results

10. Serve as the communications liaison between all levels of the organization on people issues, organizational structuring or restructuring, people policies and procedures, labor issues

**REQUIRED EDUCATION AND EXPERIENCE:**

1. Bachelor´s Degree in administrative or people related field. Masters degree preferred.
2. Minimum 5 years of experience heading the HR Function, preferably but not limited to a nonprofit organization. Candidates with at least 10 years experience in HR at a level immediately bellow the top HR position in an organization, and that would see this as a growth potential, may also be considered
3. NARAP is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.
4. This job description is not designated to cover a comprehensive listing o activities, duties or responsibilities, as activities may change at any time and without notice.

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